DEPARTMENT OF AGRICULTURE

WASHINGTON

Reg. No. 1034 (Sec)
August 19, 1942

FILED
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Please return to the
Secretary's File Room

August 19, 1942

MEMORANDUM NO. 1031

Regular Hours of Duty on September 7, 1942

Regular hours of duty will be required of employees of the Department of Agriculture both at Washington, D. C., and in the field service on Labor Day, September 7, 1942, in view of the war.

The Director of Personnel will provide for the application of this order.

Claude R. Wickard

Secretary

PERSONNEL
Hours of Duty, Regular, Labor Day, September 7, 1942.
Labor Day, September 7, 1942, Regular Hours of Duty
Personnel Required to Work Regular Hours of Duty Labor Day, September 7, 1942

PERSONNEL 11

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED
Please return to the Secretary's File Room

August 22, 1942

Reg. No. 1038 (Sec) August 24, 1942

MEMORANDUM NO. 1032

Transfer of Functions of the Emergency Projects Committee

The Emergency Projects Committee, created by Secretary's Memorandum for Chiefs of Bureaus and Offices, dated January 20, 1939, is hereby abolished and its functions are transferred to the Director of Finance. The Committee was created to facilitate the handling of the various problems incident to the presentation of the needs of the Department for the allocation of funds for emergency public works projects, and during the period of extensive activity in this field, it made an important contribution to the orderly handling of sums allocated to this Department for emergency works projects. With the elimination of Federal Agency projects in the WPA program and the general reduction in the scope of work relief activities, the functions of the Emergency Projects Committee can now be handled as a regular function of the Office of Budget and Finance.

The responsibility transferred hereby includes the authority to receive and consider project proposals submitted by the various branches of the Department and to conduct the necessary negotiations with the Public Works Administration, the Work Projects Administration, and the Bureau of the Budget. The bureau contact officers, appointed pursuant to the Memorandum of January 20, 1939, will continue to function at the discretion of the Chiefs of the bureaus concerned.

The Memorandum of January 20, 1939, is hereby rescinded.

Grover B Hill

Assistant Secretary

ORGANIZATION

Committee, Emergency Projects, Abolished and Its Functions Transferred to Director of Finance

Emergency Projects Committee, Abolished and Its Functions Transferred to Director of Finance

Transfer of Functions of Emergency Projects Committee to Director of Finance

mw

COMMITTEES 3

MEMORANDUM NO. 1086

Transfer of Functions of the Emergency Projects Committee

The Emergency Projects Committee, created by Secretary's Memorandum for Chiefs of Bureaus and Offices, dated January 20, 1939, is hereby abolished and its functions are transferred to the Director of Finance. The Committee was created to facilitate the handling of the various problems incident to the presentation of the needs of the Department for the allocation of funds for emergency public works projects, and during the period of extensive activity in this field, it made an important contribution to the orderly handling of sums allocated to this Department for emergency works projects. With the elimination of Federal Agency projects in the WPA program and the general reduction in the scope of work relief activities, the functions of the Emergency Projects Committee can now be handled as a regular function of the Office of Budget and Finance.

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The Memorandum of January 20, 1939, is hereby rescinded.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

Reg. No. 1044 (Secy)
9-1-42

FILED
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Please return to the
Secretary's File Room

August 28, 1942

MEMORANDUM NO. 1033

Fire Prevention Week

The President, in a Proclamation dated August 5, 1942, has designated the week beginning October 4, 1942, as Fire Prevention Week, and has directed the Office of Civilian Defense and other Federal agencies to initiate programs to emphasize the importance of conserving our human and material resources from destruction by fire.

All agencies of the Department which can contribute to this objective are instructed to take appropriate action in accordance with the President's Proclamation. In particular, I should like to ask the Forest Service to review its program for protection of the forest areas of the country and the Director of Extension Work to review the Rural Fire Control Program which he initiated pursuant to my Memorandum of February 11, 1942, in order to see whether any further improvements in these programs can be made.

To make sure that the plans of the several agencies of the Department do not overlap, will each agency report to me by September 18 what action it is now taking and what further action it proposes to take with respect to fire prevention.

The present need for utmost utilization of all national resources makes this matter one of major importance.

Claude R. Wickard

Secretary

FIRE
Cooperation of Federal Agencies in Fire Prevention Week
Fire Prevention Week, Cooperation of Federal Agencies in
mw.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
Please return to the
Secretary's File Room

October 13, 1942

MEMORANDUM NO. 1033, SUPPLEMENT 1

Prevention of Warehouse and Elevator Fires

In view of the fact that several agencies of the Department are in a position to contribute to the prevention of fires or explosions in warehouses and elevators used for storage of agricultural products, I am appointing a Department Committee on Warehouse and Elevator Fires to coordinate the Department's activities in this direction, with the following membership:

C. W. Warburton---Farm Credit Administration, Chairman
William C. Crow---Agricultural Marketing Administration, Vice Chairman
D. J. Price ---Agricultural Research Administration
Charles H. Neal---Commodity Credit Corporation
Malcomb B. Arthur---Forest Service
Samuel P. Lyle ---Extension Service
Whitney Tharin ---Information

The Committee should consider what the Department is doing to prevent warehouse and elevator fires and explosions and what further action is needed, within the limits of the Department's facilities. It is important that the programs of the several Department agencies concerned do not overlap. The Department must take all steps within its power to see that its holdings of commodities are protected against destruction, and in addition must make whatever contribution it can to prevention of fires and explosions in warehouses and elevators generally.

I hope the Committee can report its recommendations to me within three weeks.

Grover B. Hill
Assistant Secretary

FIRE

MEMORANDUM NO. 1033, SUPPLEMENT 1

Prevention of Warehouse and Elevator Fires

In view of the fact that several agencies of the Department are in a position to contribute to the prevention of fires or explosions in warehouses and elevators used for storage of agricultural products, I am appointing a Department Committee on Warehouse and Elevator Fires to coordinate the Department's activities in this direction, with the following membership:

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William C. Crow---Agricultural Marketing Administration,
Vice Chairman
E. G. Price ---Agricultural Research Administration
Charles H. Neal---Commodity Credit Corporation
Malcolm E. Arthur---Forest Service
Samuel F. Lyle ---Extension Service
Whitney Tharin ---Information

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I hope the Committee can report its recommendations to me within three weeks.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Reg. No. 1046 (Rec'd) 9-2-42

~~OFFICE OF PLANT AND OPERATIONS~~

August 31, 1942

MEMORANDUM NO. 1034

FILED
Please return to the Secretary's File Room

To: Chiefs of Bureaus and Offices

Production Goals for 1943

This will confirm the decisions reached by the Secretary of Agriculture at the War Board meeting on August 17, regarding the development of production goals for 1943.

In view of the need for making plans now for production in 1943, as specific statements as possible regarding the seeding of winter wheat, planting of winter vegetables, and breeding livestock should be made as soon as possible. The first of these already has been forwarded to War Boards. Production goals for 1943 should be ready for administrative use by October 1, and for a series of regional meetings early in December.

Demands for agricultural products in 1943 will be even greater than they are at the present time. Next year farmers will be faced with acute shortages of equipment, some supplies, and labor. Transportation facilities or processing facilities may be a limiting factor. It is, therefore, important that production plans for 1943 be drawn so that farm resources can be used to produce the things we most need.

We have been developing, with the assistance of other agencies, estimates of the food requirements for 1943 and now need to relate these to production possibilities and develop tentative 1943 production goals.

We are revising the roster of the commodity committees which developed the 1942 production goals in January. Some revisions in assignments are necessary because of changes in personnel within the Department. I have asked Dr. Johnson, Chief of the Production & Supplies Branch, Office for Agricultural War Relations, to work out the membership needed. The Department has no more important job to do during the next few weeks than the establishment of 1943 production goals. The Secretary is counting on everyone making his maximum contribution.

Samuel B. Hoe

FOODS
Committees, Commodity, Revisions in Assignments and Membership Needed
Food Requirements Estimates Related to Production Goals
Production Goals for 1943, Development of

AGL. ADJ. PROGRAM 4-2

August 31, 1942

To: Bureau Chiefs

From: S. R. Bledsoe, Assistant to the Secretary

Subject: Production Goals for 1943

This will confirm the decisions reached by the Secretary of Agriculture at the War Board meeting on August 17, regarding the development of production goals for 1943.

In view of the need for making plans now for production in 1943, as specific statements as possible regarding the seeding of winter wheat, planting of winter vegetables, and breeding livestock should be made as soon as possible. The first of these already has been forwarded to War Boards. Production goals for 1943 should be ready for administrative use by October 1, and for a series of regional meetings early in December.

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

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Please return to the
Secretary's File Room

Reg. No. 1047 (Doc)
9-2-42

September 2, 1942

MEMORANDUM NO. 1035

Committee on Policy and Manuscripts
of the Journal of Agricultural Research

Dr. P. N. Annand, Chief of the Bureau of Entomology and Plant Quarantine, is hereby appointed chairman of the Committee on Policy and Manuscripts of the Journal of Agricultural Research, to fill the vacancy caused by the death of Dr. Henry G. Knight. The other members of the Committee are Dr. John W. Roberts, Bureau of Plant Industry, Dr. Benjamin Schwartz, Bureau of Animal Industry, and Dr. M. C. Merrill, Office of Information, ex officio.

Grover B. Hill

Assistant Secretary

COMMITTEES
Committee on Policy and Manuscripts of the Journal of Agricultural Research, Designation of Members
Journal of Agricultural Research, Committee on Policy and Manuscripts of
mv

COMMITTEES 3

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

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Please return to the
Secretary's File Room

Reg. No. 1049 (Sec)
9-7-42

MEMORANDUM NO. 1036

September 4, 1942

Safety in Agriculture

It is becoming clear to all of us that the War will be won only by the utmost effort of the entire Nation. There is now no room for unnecessary loss or waste, least of all with respect to man power.

It has long been known that agriculture is one of the most hazardous of all industries. Agriculture, with about one-fifth of the total number of the Nation's workers, is responsible for about one-fourth of all fatal occupational accidents. In 1941 there were about 18,500 deaths from accidents among the farm population. As it becomes more and more necessary to use boys and girls, city people, and elderly persons to plant and harvest our crops, the number of accidents is certain to increase.

In order that the Department may make as great a contribution as possible, I am appointing a Department Committee on Safety in Agriculture, and am asking it to prepare a program for a campaign to reduce accidents on the farm. The Committee is to submit a report to me within thirty days. The following persons are designated as members:

Eric Englund, Chairman	Bureau of Agricultural Economics
George S. Mitchell	Farm Security Administration
Henry W. Marston	Agricultural Research Administration
F. J. Hopkins	Agricultural Conservation and Adjustment Administration
H. Dean Cochran	Forest Service
Vincent D. Nicholson	Rural Electrification Administration
V. N. Valgren	Farm Credit Administration
Carl E. Herrick	Office of Personnel
Samuel P. Lyle	Extension Service
W. K. Charles	Office of Information

The services of safety engineers and other technicians in agencies of the Department are to be made available to the Committee at the request of the Chairman.

Claude R. Wickard

Secretary

COMMITTEES
Committees on Safety in Agriculture, Appointment of
Safety in Agriculture, Necessary to Aid War Effort

mv.

Safety

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

FILED
Return to the
Secretary's File Room

MEMORANDUM NO. 1022

Safety in Agriculture

It is becoming clear to all of us that the War will be won only by the utmost effort of the entire Nation. There is now no room for unnecessary loss or waste, least of all with respect to man power.

It has long been known that agriculture is one of the most hazardous of all industries. Agriculture, with about one-fifth of the total number of the Nation's workers, is responsible for about one-fourth of all fatal occupational accidents. In 1941 there were about 15,500 deaths from accidents among the farm population. As it becomes more and more necessary to use boys and girls, city people, and elderly persons to plant and harvest our crops, the number of accidents is certain to increase.

In order that the Department may render as great a contribution as possible, I am appointing a Department Committee on Safety in Agriculture, and am asking it to prepare a program for a campaign to reduce accidents on the farm. The Committee is to submit a report to me within thirty days. The following persons are designated as members:

Dale Hyland, Chairman
George S. Mitchell
Henry R. Merrow
F. A. Hopkins

M. Dean Sullivan
Vincent D. Nicholson
V. R. Valgren
Carl T. Norrick
Samuel P. Lyle
. . . Charles

Bureau of Agricultural Economics
Farm Security Administration
Agricultural Research Administration
Agricultural Conservation and
Adjustment Administration
Forest Service
Rural Electrification Administration
Farm Credit Administration
Office of Personnel
Information Service
Office of Information

The services of safety engineers and other technicians in agencies of the Department are to be made available to the Committee at the request of the Chairman.

Secretary

Please return to adm. council 709 adm. Bldg.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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Please return to the Secretary's File Room

November 21, 1942

MEMORANDUM NO. 1036, SUPPLEMENT 1

Prevention of Accidents on the Farm

Last year approximately 18,500 farm people were killed by accidents. Four thousand five hundred of these deaths occurred in connection with farm operations. For each death probably at least 100 persons suffered injuries which caused loss of working time.

Over and beyond the suffering and hardship which accidents cause, these losses seriously interfere with wartime production. The accident toll threatens to rise sharply as the number of boys and girls, elderly persons, and inexperienced workers on farms increases.

I believe that it is desirable as a wartime measure for us to attempt to bring about as great a reduction as possible in the accident rate. For this purpose I am making the following assignments:

Each agency of the Department is to instruct its employees, in their contacts with farmers and farm groups, to emphasize the importance of guarding against accidents. State and County War Boards should likewise emphasize the importance of accident prevention and integrate the program within their field areas, although, because of the press of production drives, it is not expected that the Boards as such will undertake extensive campaigns. In addition, the following specific assignments are made:

1. The Agricultural Conservation and Adjustment Administration is asked to send to farmers on the mailing lists of the Agricultural Adjustment Agency material calling attention to common hazards and the special need for taking precautions against accidents during the War.

2. The Office of Information is requested to use its press, radio, and other facilities to tell the farm public of the need for and methods of accident prevention.

3. The Extension Service is asked to conduct a farm accident prevention program directed particularly to rural youth.

Safety

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 27, 1939

MEMORANDUM NO. 1039, SUPPLEMENT 1

Prevention of Accidents on the Farm

Last year approximately 16,500 farm people were killed by accidents. Four thousand five hundred of these deaths occurred in connection with farm operations. For each death probably at least 100 persons suffered injuries which caused loss of working time.

Over and beyond the suffering and hardship which accidents cause, these losses seriously interfere with wartime production. The accident toll threatens to rise sharply as the number of boys and girls, elderly persons, and inexperienced workers on farms increases.

I believe that it is desirable as a wartime measure for us to attempt to bring about as great a reduction as possible in the accident rate. For this purpose I am making the following assignments:

Each agency of the Department is to instruct its employees, in their contacts with farmers and farm groups, to emphasize the importance of guarding against accidents. State and County War Boards should likewise emphasize the importance of accident prevention and integrate the program within their field areas, although, because of the press of production drives, it is not expected that the Boards as such will undertake extensive campaigns. In addition, the following specific assignments are made:

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2. The Office of Information is requested to use its press, radio, and other facilities to tell the farm public of the need for and methods of accident prevention.

3. The Extension Service is asked to conduct a farm accident prevention program directed particularly to rural youth.

4. Farm Security Administration, Farm Credit Administration, and Rural Electrification Administration are asked, in connection with programs for cooperatives which these agencies sponsor, to stress the need for guarding against farm accidents.

5. All agencies of the Department will cooperate whenever possible with the National Safety Council's farm safety program.

6. The Office of Information is to give general direction to the safety program. All printed material, radio programs, etc. originating in Washington are to be cleared with it before release. The Committee on Safety in Agriculture, established by Memorandum No. 1036, will assist the Office of Information.

Grover B. Hill
Acting Secretary

4. Farm Security Administration, Farm Credit Administration, and Rural Electrification Administration are asked, in connection with programs for cooperatives which these agencies sponsor, to stress the need for guarding against farm accidents.

5. All agencies of the Department will cooperate whenever possible with the National Safety Council's farm safety program.

6. The Office of Information is to give general direction to the safety program. All printed material, radio programs, etc. originating in Washington are to be cleared with it before release. The Committee on Safety in Agriculture, established by Memorandum No. 1036, will assist the Office of Information.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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Reg. No. 1051 (Sec) 9-8-42

September 5, 1942

MEMORANDUM NO. 1037

Departmental Committee on Farm Production Machinery

The following Departmental Committee on Farm Production Machinery is designated to work through the Office for Agricultural War Relations on problems of overall farm machinery needs and other general problems which may arise concerning machinery and equipment:

Sherman E. Johnson, Chairman, Office for Agricultural War Relations
L. L. Needler, Agricultural Conservation and Adjustment Administration
Wallace Ashby, Agricultural Conservation and Adjustment Administration
C. D. Walker, Agricultural Conservation and Adjustment Administration
Paul Henry, Office for Agricultural War Relations
Wilford Johns, Farm Security Administration
S. P. Lyle, Extension Service
A. P. Brodell, Bureau of Agricultural Economics
O. L. Mimms, Bureau of Agricultural Economics
Lewis A. Jones, Agricultural Conservation and Adjustment Administration
George Collier, Agricultural Conservation and Adjustment Administration
R. B. Gray, Agricultural Research Administration
Ernest Kelly, Agricultural Research Administration

This Committee supersedes the Interbureau Committee on Machinery and Materials, established pursuant to my memorandum of July 28, 1941, to the Chief of the Bureau of Agricultural Economics.

Paul H. Appleby
Acting Secretary

COMMITTEES
Committee, Departmental Farm Production Machinery, Appointment of
Machinery and Equipment, Farm Production, Committee Appointed to Work on Needs of
Equipment and Machinery, Farm Production, Committee Appointed to Work on Needs of
ms.

COMMITTEES 3

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 5, 1942

MEMORANDUM NO. 1037

Departmental Committee on Farm Production Machinery

The following Departmental Committee on Farm Production Machinery is designated to work through the Office for Agricultural War Relations on problems of overall farm machinery needs and other general problems which may arise concerning machinery and equipment:

Sherman E. Johnson, Chairman, Office for Agricultural War Relations
I. D. Weeks, Agricultural Conservation and Adjustment Administration
Wallace Ashby, Agricultural Conservation and Adjustment Administration
C. O. Walker, Agricultural Conservation and Adjustment Administration
Paul Henry, Office for Agricultural War Relations
Wilfred Johns, Farm Security Administration
S. T. Lytle, Extension Service
A. E. Gaudell, Bureau of Agricultural Economics
O. L. Mimms, Bureau of Agricultural Economics
Lewis A. Jones, Agricultural Conservation and Adjustment Administration
George Collier, Agricultural Conservation and Adjustment Administration
R. B. Gray, Agricultural Research Administration
Ernest Kelly, Agricultural Research Administration

This Committee supersedes the Interbureau Committee on Machinery and Materials, established pursuant to my memorandum of July 28, 1941, to the Chief of the Bureau of Agricultural Economics.

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

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Secretary's File Room

September 14, 1942

MEMORANDUM NO. 1038

Criteria for the Recommendation of Programs and Projects

The requirements for materials to produce implements of war are increasing steadily. Supplies of many materials are not now adequate to meet total demands. As a matter of fact, shortages of these materials are so acute as to bear directly and seriously on military strategy. I do not anticipate a change in this situation for some time.

As part of our responsibility for the production of food, we are asked regularly to pass judgment on and recommend uses of critical materials either for a major program such as increasing food dehydrating capacity, or for a particular project. In any case, we must not support any contemplated use of materials unless that use is determined to be essential.

As a guide to such a determination, each case should be measured by the following criteria:

1. The project or program must be absolutely essential to the production, processing, storage, or distribution of foods, feeds, or fibres required for military, lend-lease, other war uses, or essential civilian uses.

2. Each project should be located most advantageously with respect to supplies of raw materials and labor, minimum requirements of transportation, and maximum utilization of facility.

3. The project or program cannot be postponed without serious injury to the food program.

4. The program or project assures the minimum use of materials commensurate with the objective to be achieved.

Grover B Hill

Assistant Secretary

(Indexing on reverse side)

Projects

PROJECTS
Criteria for Recommendation of Programs and Projects involving Use of Critical Materials
Materials, Critical, for War Effort, Shortage of
Programs and Projects Involving Use of Critical Materials, Criteria for Recommendation

DEPARTMENT OF AGRICULTURE
WASHINGTON

September 24, 1942

Memorandum No. 1039

Central Valley Irrigation Project

The Bureau of Reclamation, Department of Interior, has requested the participation of the Department in conducting a program of studies for the Central Valley Irrigation Project in California. This investigation will be similar in character and purpose to the Columbia Basin Joint Investigations, in which the Department participated extensively.

After consultation with the Bureau of Reclamation, representatives of the participating Bureaus have recommended the designation of a Department representative in Washington and one in the field to correlate the Department's activities and to serve as the Department's central point of contact with the Bureau of Reclamation and other participating agencies. Accordingly, Mr. Harold A. Vogel, of the Bureau of Agricultural Economics, is being designated as Department Representative in Washington, and Mr. Marion Clawson, of the Bureau of Agricultural Economics, is being designated as Department Field Representative, for the Central Valley Project Studies. Mr. Clawson served as Department Field Representative for the Columbia Basin Joint Investigations.

Carl Hamilton
Assistant to the Secretary

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Secretary's File Room

PERSONNEL 19

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

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Secretary's Room

September 26, 1942

MEMORANDUM NO. 1040

Transfer of Certain Units
of Magnolia Homesteads Project

There is herewith transferred from the Magnolia Homesteads (formerly Meridian Homesteads) Project of the Farm Security Administration of this Department to the Bureau of Plant Industry of this Department, the lots or units and portions of lots or units described in the attached schedule, containing, in the aggregate, approximately 36.655 acres of land. The Chief of the Bureau of Plant Industry shall hereafter have jurisdiction and control over such land for use in connection with, and for the purposes of, the Bureau of Plant Industry.

All previous memoranda are superseded to the extent that they conflict with the provisions of this memorandum.

Grover B. Hill

Acting Secretary

Attachment

LAND 3-2

All of lot 10; portion of lot 11; portion of lot 12; and all of lots 21, 24 and 25 of the subdivision of the Magnolia Homesteads (formerly Meridian Homesteads) Project of the Farm Security Administration, United States Department of Agriculture, located at Meridian, Lauderdale County, Mississippi, which subdivision is shown by the map entitled "Revised Map, Magnolia Homesteads Gardens, Subdivision of the Meridian Homesteads of Mississippi, Federal Project No. 31", dated August 6, 1936, and recorded on page 20 of Map Book 3 in the office of the Chancery Clerk of Lauderdale County, Mississippi; all said lots being in sections 35 an d 36, township 7 north, range 16 east, and being more particularly described as follows:

Unit 10

Beginning at a point 1381.70 feet North and 2315.60 feet West of the section corner to sections 1-2-35-36 T7N, R16E. This point being the Southeast corner to unit 10 and is marked by a 6" square concrete marker on the North right of way of a public gravel road. Thence South 89 degrees and 58 minutes West along the North right of way of said road 320.80 feet; thence North 0 degrees and 9 minutes East 1340.0 feet; thence North 89 degrees and 56 minutes E 316.64 feet; thence South 0 degrees and 2 minutes East 1300.18 feet to the point of beginning containing in all 9.512 acres more or less.

Portion of Unit 11

Beginning at a point 1381.70 feet North and 2315.60 feet West of the corner to sections 1-2-35-36 T7N, R16E. This point being the Southwest corner to unit 11 and is marked by a 6" square concrete marker on the North right of way of a public gravel road. Thence North 0 degrees and 2 minutes West 1300.18 feet; thence North 89 degrees and 56 minutes E 300.00 feet; thence South 0 degrees and 2 minutes East 363.48 feet; thence South 89 degrees and 58 minutes West 140.00 feet; thence South 0 degrees and 2 minutes East 731.20 feet; thence North 89 degrees and 58 minutes East 140.00 feet; thence South 0 degrees and 2 minutes East 205.70 feet to the Southeast corner of said unit 11 on the North right of way of public road; thence South 89 degrees and 58 minutes West 300.00 feet to the point of beginning, containing in all 6.568 acres more or less.

Portion of Unit 12

Beginning at a point 2681.86 feet North and 2015.57 feet West of the Section corner to sections 1-2-35-36 T7N, R16E. This point being the Northwest corner to unit 12 and marked by a 6" square concrete marker. Thence North 89 degrees and 56 minutes East 731.20 feet; thence South

All of Lot 10; portion of Lot 11; portion of Lot 12; and all of Lots 21, 24 and 25 of the subdivision of the Magnolia Homesteads (formerly Meridian Homesteads) Project of the Farm Security Administration, United States Department of Agriculture, located at Meridian, Lauderdale County, Mississippi, which subdivision is shown by the map entitled "Revised Map, Magnolia Homesteads Gardens, Subdivision of the Meridian Homesteads of Mississippi, Federal Project No. 31", dated August 6, 1936, and recorded on page 20 of Map Book 3 in the office of the Chancery Clerk of Lauderdale County, Mississippi; all said lots being in sections 35 an d 36, township 7 north, range 16 east, and being more particularly described as follows:

Unit 10

Beginning at a point 1881.70 feet North and 2312.80 feet West of the section corner to sections 1-2-35-36 T7N, R16E. This point being the Southeast corner to unit 10 and is marked by a 6" square concrete marker on the North right of way of a public gravel road. Thence South 89 degrees and 58 minutes West along the North right of way of said road 330.80 feet; thence North 0 degrees and 9 minutes East 1340.0 feet; thence North 89 degrees and 56 minutes E 316.64 feet; thence South 0 degrees and 2 minutes East 1300.18 feet to the point of beginning containing in all 9.512 acres more or less.

Portion of Unit 11

Beginning at a point 1881.70 feet North and 2312.80 feet West of the corner to sections 1-2-35-36 T7N, R16E. This point being the Southwest corner to unit 11 and is marked by a 6" square concrete marker on the North right of way of a public gravel road. Thence North 0 degrees and 2 minutes West 1300.18 feet; thence North 89 degrees and 56 minutes E 300.00 feet; thence South 0 degrees and 2 minutes East 585.43 feet; thence South 89 degrees and 58 minutes West 140.00 feet; thence South 0 degrees and 2 minutes East 731.20 feet; thence North 89 degrees and 58 minutes East 140.00 feet; thence South 0 degrees and 2 minutes East 208.70 feet to the Southeast corner of said unit 11 on the North right of way of public road; thence South 89 degrees and 58 minutes West 300.00 feet to the point of beginning, containing in all 6.558 acres more or less.

Portion of Unit 12

Beginning at a point 2681.08 feet North and 2015.57 feet West of the Section corner to sections 1-2-35-36 T7N, R16E. This point being the Northwest corner to unit 12 and marked by a 8" square concrete marker. Thence North 89 degrees and 56 minutes East 731.20 feet; thence South

8 degrees and 12 minutes, 20 seconds East 141.10 feet; thence South 89 degrees and 56 minutes West 751.30 feet; thence North 0 degrees and 2 minutes West 140.00 feet to the point of beginning containing in all 2.380 acres more or less.

Unit 21

Beginning at a point 2661.61 feet North and 1075.55 feet East of the corner to sections 1-2-35-36 T7N, R16E. This point being the Southwest corner to unit 21 and is marked by a 6" square concrete marker. Thence North 0 degrees and 11 minutes East 932.10 feet; thence South 89 degrees and 31 minutes East 470.14 feet to the West right of way of a public gravel road; thence along said right of way in a Southerly direction on a 3 degree curve to the left a distance of 733.24 feet to the point of tangent of said road; thence South 0 degrees and 11 minutes West 297.04 feet; thence North 75 degrees and 47 minutes West 342.75 feet to the point of beginning, containing in all 8.170 acres more or less.

Unit 24

Beginning at a point 3593.71 feet North and 1078.53 feet East of the corner to sections 1-2-35-36 T7N, R16E. This point being the Southwest corner to unit 24 and is marked by a 6" square concrete marker. Thence North 0 degrees and 11 minutes East 405.50 feet; thence South 88 degrees and 28 minutes E 352.60 feet; thence South 88 degrees and 26 minutes E 329.94 feet to the West right of way of a public gravel road; thence along said right of way South 34 degrees and 25 minutes West 26.22 feet; thence along a 3 degree curve to the left, a distance of 419.95 feet; thence North 89 degrees and 31 minutes West 470.14 feet to the point of beginning, containing in all 5.207 acres more or less.

Unit 25

Beginning at a point 3989.77 feet North and 1432.30 feet East of the corner to sections 1-2-35-36 T7N, R16E. This point being the Southwest corner to unit 25 and is marked by a 6" square concrete marker. Thence North 0 degrees and 11 minutes East 741.20 feet to the South right of way of the Marion to Russell Highway. Thence along right of way of a public gravel road in a southeasterly direction on a 20 degree curve to the right a distance of 139.62 feet; thence South 36 degrees and 10 minutes East 589.50 feet; thence South 34 degrees and 25 minutes West 224.35 feet; thence North 88 degrees and 26 minutes West 329.94 feet to the point of beginning, containing in all 4.818 acres more or less.

8 degrees and 12 minutes, 20 seconds East 141.10 feet; thence South 88 degrees and 56 minutes West 751.50 feet; thence North 0 degrees and 2 minutes West 140.00 feet to the point of beginning containing in all 2.380 acres more or less.

Unit 21

Beginning at a point 2001.81 feet North and 1076.55 feet East of the corner to sections 1-2-35-36 T7N. R15E. This point being the Southwest corner to unit 21 and is marked by a 6" square concrete marker. Thence North 0 degrees and 11 minutes East 332.10 feet; thence South 89 degrees and 21 minutes East 470.14 feet to the West right of way of a public gravel road; thence along said right of way in a Southerly direction on a 5 degree curve to the left a distance of 755.24 feet to the point of tangent of said road; thence South 0 degrees and 11 minutes West 297.04 feet; thence North 75 degrees and 47 minutes West 542.75 feet to the point of beginning, containing in all 8.170 acres more or less.

Unit 24

Beginning at a point 3503.71 feet North and 1078.53 feet East of the corner to sections 1-2-35-36 T7N. R15E. This point being the Southwest corner to unit 24 and is marked by a 6" square concrete marker. Thence North 0 degrees and 11 minutes East 408.30 feet; thence South 88 degrees and 29 minutes E 352.50 feet; thence South 88 degrees and 26 minutes E 329.94 feet to the West right of way of a public gravel road; thence along said right of way South 54 degrees and 25 minutes West 26.22 feet; thence along a 5 degree curve to the left, a distance of 419.95 feet; thence North 89 degrees and 31 minutes West 470.14 feet to the point of beginning, containing in all 5.207 acres more or less.

Unit 25

Beginning at a point 3903.77 feet North and 1452.50 feet East of the corner to sections 1-2-35-36 T7N. R15E. This point being the Southwest corner to unit 25 and is marked by a 6" square concrete marker. Thence North 0 degrees and 11 minutes East 741.20 feet to the South right of way of the Marion to Hassell Highway. Thence along right of way of a public gravel road in a southeasterly direction on a 20 degree curve to the right a distance of 139.82 feet; thence South 58 degrees and 10 minutes East 588.50 feet; thence South 54 degrees and 25 minutes West 224.35 feet; thence North 88 degrees and 26 minutes West 329.94 feet to the point of beginning, containing in all 4.918 acres more or less.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

EMS NED 1
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

November 18, 1981

SECRETARY'S MEMORANDUM 1040 -1

Board of Contract Appeals

1 PURPOSE

This memorandum designates the current membership of the Board of Contract Appeals. The Board continues to function as the agency board pursuant to the Contract Disputes Act of 1978 (41 USC 601-613) and also as the agency board pursuant to the Secretary's regulations in 7 CFR Part 24 and Part 2400.

2 MEMBERSHIP OF THE BOARD

The persons designated to serve on the Board as Administrative Judges are:

Jewel F. Lewis, Chair
Sean Doherty, Member
Edward Houry, Member
Morris Pullara, Jr., Member

3 CANCELLATION OF PRIOR MEMORANDUM

Secretary's Memorandum No. 1630, Revised, April 4, 1980, is hereby cancelled.

John R Block

Secretary of Agriculture

DISTRIBUTION: 10 OPI: BCA

DEPARTMENT OF AGRICULTURE

WASHINGTON

September 28, 1942

MEMORANDUM NO. 1041

Community War Fund

~~MEMORANDUM TO CHIEFS OF BUREAUS AND HEADS OF OFFICES~~

There are human needs that cannot be met from individual resources which are continuing in war times as well as in peace times. A unified appeal for aid to meet all such needs this year is being made through the Community War Fund.

This Community War Fund combines into one annual appeal the services of the Community Chest, the services of the USO, special activities and aid for relief of peoples allied with us in other parts of the world.

The Community War Fund of Washington is now starting its campaign for funds for these purposes for next year.

I have designated T. Roy Reid, Director of Personnel of the Department, to be Chairman for the Department, and Mr. A. B. Thatcher, Chief of the Office of Plant and Operations, to be Vice-Chairman.

I have asked these men to set up an organization within the Department that will bring to every employee the information on the social welfare needs that must be supported by our contributions. When employees of the Department have this information, I have confidence that their hearts and their consciences will urge them to contribute freely to the worthy objectives of the Community War Fund.

Claude R. Wickard

Secretary

PERSONNEL 61

DEPARTMENT OF AGRICULTURE

WASHINGTON

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

FILED
★
Please return to the
Secretary's File Room

October 13, 1942

MEMORANDUM NO. 1042

Statistical Work of the Department

The Bureau of Agricultural Economics shall have general oversight of statistical matters throughout the Department. Among other things, the Bureau shall be responsible for:

1. Acting as the Department's liaison representative with the Division of Statistical Standards in the Bureau of the Budget, the Bureau of the Census in the Department of Commerce, and other government agencies having an interest in statistics relating to agriculture.

2. Clearance of questionnaires, etc., as required by Regulation 1616.

3. Coordination of the collection, analysis, and use of statistics, for the purpose of insuring adequate coverage, avoiding duplication, utilizing so far as possible the data gathered by operating agencies in the administration of programs, and securing observance of assigned responsibilities and authorized channels in the collection of data.

4. Development of improved techniques and methods for the collection and analysis of statistical data, in cooperation with other interested agencies of the Department, in order to increase the accuracy and broaden the usefulness of such data for statistical series, estimates, and research, and in formulating and administering programs.

5. Advising agencies of the Department with respect to statistical techniques and methods.

The Chief of the Bureau of Agricultural Economics is authorized to establish such Departmental statistical committee or committees as he thinks necessary, in consultation with heads of bureaus or other agencies to be represented.

The Statistics Committee of the Department of Agriculture, the Department Committee for the Development of Statistical Techniques in

ORGANIZATION 1(BAE)

October 13, 1942

Agricultural Research, the Yearbook Statistical Committee, and the Statistical Coordinating Committee of the Department of Agriculture are hereby abolished.

These changes are made because of the transfer of the Division of Agricultural Statistics, the chief data collecting agency of the Department, to the Bureau of Agricultural Economics; because of the need for definite fixing of responsibility for statistical matters at the Department level; and in order to simplify and make more clear-cut the administrative organization of the Department.

While under points 2 and 3, above, the Bureau of Agricultural Economics is made responsible for guarding against duplication in statistical data and while each agency will, therefore, check with the Bureau of Agricultural Economics when in doubt as to whether information is already available or as to the best agency to collect data in given cases, the injunction contained in Memorandum No. 947 of October 15, 1941, should always be borne in mind:

> "Even more important than specific procedures, is the definite recognition by all concerned that it is the responsibility of all bureaus and agencies of the Department, in Washington and in the field, to do all they can to avoid duplication and confusion in calling for and compiling data. This can be done best through vigilant observance of two principles upon which all our procedures in this matter must be based: (1) find out in each instance whether the data are already available; and (2) if not available, turn to the agency that is best equipped to gather the data quickly, effectively, economically, and with the least imposition on farmers and other respondents."

Memoranda No. 636 of May 29, 1933; No. 829 of June 2, 1939; No. 947 of October 15, 1941; No. 957 of December 10, 1941; and No. 957, Supplement 1, of March 17, 1942, are hereby canceled.

Grover B. Hill

Assistant Secretary

2-MEMORANDUM NO. 1042

October 13, 1942

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Assistant Secretary

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CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 13, 1981

SECRETARY'S MEMORANDUM 1042-1

Board of Directors, Federal Crop Insurance Corporation

1 PURPOSE

Pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)), the following are appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation.

2 MEMBERSHIP OF THE BOARD

The members of the Board of Directors are:

Seeley G. Lodwick, Under Secretary of Agriculture for International Affairs and Commodity Programs.

Frank W. Naylor, Jr., Under Secretary of Agriculture for Small Community and Rural Development.

Melvin E. Sims, Chairman, Federal Crop Insurance Corporation.

William F. McFarlane, Farmer, Clovis, California.

Edward F. Askew, Farmer, Thurman, Iowa.

William H. Houston, Farmer, Tunica, Mississippi.

E. Ray Fosse, Insurance Executive, Kankakee, Illinois.

John R Block

Secretary of Agriculture

DISTRIBUTION: 10

OPI: FCIC

SOIL - WATER -1

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 14, 2002
(Date)

SECRETARY'S MEMORANDUM 1042-2

Resource Conservation and Development Program
(Subject)

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1 PURPOSE

The purpose of this memorandum is to state the Department's support for activities undertaken by Resource Conservation and Development Councils in the designated Resource Conservation and Development areas nationwide, and in the Pacific Basin, Puerto Rico, and the U. S. Virgin Islands, and the expectation that assistance will be provided to the Councils to the maximum extent possible by Departmental agencies.

Set tab stops →

2 BACKGROUND

USE LETTER GOTHIC (12 characters to the inch)

The Resource Conservation and Development (RC&D) program was established in 1969, and has subsequently been administered, under several statutory authorities of the Department of Agriculture. Recently, the program was provided with permanent authority through amendments to subtitle H of title XV of the Agriculture and Food Act of 1981 (16 U.S.C. 3451 et seq., made by section 2504 of the Farm Security and Rural Investment Act of 2002, Public Law 107-171. The RC&D program is a unique combination of private enterprise and creative federalism which encourages the integration of natural resource conservation with local economic and social objectives. Through the Secretary's designation of RC&D Areas, led by local Councils, the program establishes and improves coordination of conservation and development activities in rural areas and builds rural leadership skills to address land conservation, community development, water management, and other environmental enhancement needs.

RC&D designated areas typically cover 5 to 7 counties. Designated areas are led by RC&D Councils comprised of volunteer civic leaders, local elected officials, and other community leaders who incorporate as a non-profit organization. Each Council develops and implements an area strategic

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DISTRIBUTION: 10

OPI: NRCS

SOIL - WATER -1

plan that addresses their goals and objectives for improving the quality of life in the designated area. The area plans are developed with local public participation and are implemented by specific projects designed to protect and enhance sustainable use of natural resources to improve the environment, provide jobs and other economic opportunities, and improve the quality of life for people in the area.

3 POLICY

The RC&D Program is administered by the Natural Resources Conservation Service and coordinated across USDA by the USDA RC&D Policy Advisory Board.

USDA is committed to working toward the economic, environmental, and social well-being of rural areas and in support of locally identified actions to improve the quality of life. USDA will work with RC&D Councils to achieve this shared objective. RC&D Councils are not only a constituent of USDA programs and services but are also an effective local delivery system partner. They can aid USDA agencies in strengthening program assistance and effectiveness in addressing the grass-roots needs of rural America.

4 ACTION ORDERED

Each USDA RC&D Policy Advisory Board Member Agency head, consistent with the agency's authorities and resources, shall provide assistance to RC&D Councils in designated RC&D Areas to help develop and accomplish the areas' strategic plan goals and objectives. Activities involving more than one agency shall be coordinated by the USDA RC&D Policy Advisory Board.

The Chief of the Natural Resources Conservation Service shall prepare a memorandum of understanding, for consideration by the USDA RC&D Policy Advisory Board and to be signed by each member agency head, to implement the policy of this memorandum.

5 EFFECTIVE DATE

The provisions of this Memorandum are effective immediately.

6 TERMINATION

This Memorandum shall remain in effect until the action ordered herein has been fully implemented.

SOIL-WATER-1

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

June 14, 2002

SECRETARY'S MEMORANDUM 1042-2

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OPI: NRCS

SOIL-WATER-1

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

_____

(Date)

SECRETARY'S MEMORANDUM _____

Resource Conservation and Development Program

(Subject)

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DISTRIBUTION: OPI:

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USDA POLICY ADVISORY BOARD

Resource Conservation and Development (RC&D) Program

R. MACK GRAY (CHAIR)
Deputy Under Secretary, Natural Resources and Environment

GILBERT G. GONZALES, JR.
Deputy Under Secretary for Rural Development
Designee: J. Norman Reid, Acting Associate Deputy Administrator, Office of Community Development

ERIC M. BOST
Under Secretary for Food and Nutrition & Consumer Services

George Braley
Acting Administrator, Food and Nutrition Service

PEARLIE REED
Chief, Natural Resources Conservation Service

BARBARA ROBINSON
Acting Deputy Administrator, Agricultural Marketing Service

EDWARD KNIPLING
Acting Administrator, Agricultural Research Service
Designee: Allen R. Dedrick, Associate Deputy Administrator

COLIEN HEFFERAN
Administrator, Cooperative State Research, Education and Extension Service

SUSAN OFFUTT
Administrator, Economic Research Service
Designee: Kitty Smith, Director for Resource Economics Division

JAMES R. LITTLE
Administrator, Farm Service Agency

DALE BOSWORTH
Chief, Forest Service
Designee: Larry Payne, Director-Cooperative Forestry Staff

CLAIBORN CRAIN
Assistant to the Administrator, Rural Utilities Service

ADELA BACKIEL
Director, USDA Office of Sustainable Development (Ex-Officio Member)

JOAN COMANOR
Director, RCCD Division, Natural Resources Conservation Service
Executive Secretary to the Board

USDA United States Department of Agriculture
Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C.
20013

453-D

ORIGINAL

DECISION MEMORANDUM FOR THE SECRETARY

THROUGH: Mark Rey
Under Secretary
Natural Resources and Environment

FROM: R. Mack Gray JAN 31 2002
Acting Deputy Under Secretary
Natural Resources and Environment

SUBJECT: Delegation of Authority to USDA Agencies to Assist Resource Conservation and Development (RC&D) Councils

ISSUE:

The Resource Conservation and Development (RC&D) statute authorizes the Department of Agriculture (USDA) to provide technical and financial assistance to RC&D areas designated by the Secretary. The RC&D Program is administered by the Natural Resources Conservation Service (NRCS), and coordinated across USDA by the USDA RC&D Policy Advisory Board (an internal USDA board, which I chair, with senior policy representatives from a number of USDA agencies and mission areas). The USDA RC&D Policy Advisory Board is requesting that you modify the delegations of authority for the member agencies to reflect their roles in supporting the RC&D Program (Attachment 1). Clarifying the intent that USDA agencies, consistent with their mission, responsibilities and available resources, are expected to work with RC&D Councils will strengthen USDA's role in improving the quality of life for rural Americans. This can be accomplished by updating the Secretary's delegation of authority regulations as proposed in the attached. As an interim measure until the delegation of authority can be completed, we request that you issue the attached Secretary's memorandum (Attachment 2).

BACKGROUND:

The RC&D Program began in February 1964, and continues to operate under provisions in the Agriculture and Food Act of 1981, as amended. NRCS provides leadership and direct support for the program on behalf of USDA. RC&D sponsors, State and local units of government, and other organizations establish themselves as a council, organized under State or Federal laws as a nonprofit organization. They direct a local public process to support natural resource conservation and community development in their area through the development and implementation of an RC&D area strategic plan.

NRE-01820

Once an RC&D area is designated, by you, NRCS, through annual appropriations, administers the program in behalf of USDA, and provides a full-time RC&D coordinator, along with limited secretarial staff and office support costs. The coordinator works with the local RC&D council as the USDA liaison and as a catalyst, assembling the necessary resources to develop and support implementation of the council's plan of action. In addition, the coordinator ensures that the area obtains access to USDA programs, and assists the Council in linking to other Federal, State, and local assistance, in the forms of technical advice, grants, or other financial assistance.

Area designations are made based upon formal applications, including the strategic goals and objectives, from applicant RC&D Councils. A typical council is a non-profit organization composed of volunteer, local elected public officials, and civic leaders representing 5-7 counties. There are currently, 348 designated RC&D areas in every State, as well as Puerto Rico, the U. S. Virgin Islands, Guam and the Mariana Islands. There are 41 applications pending. Applications for designation are reviewed at the State and national levels for technical merits being submitted for your decision. The process itself builds an expectation by applicant councils that designation by the Secretary does reflect commitment by USDA to assist them.

The USDA RC&D Policy Advisory Board has strengthened awareness about RC&D Councils and coordination among agencies and mission areas represented on the board. We have notable successes in terms of the assistance being provided by several USDA agencies. However, there is much to do before RC&D Councils can fully access the programs, knowledge, and assistance available from USDA, and before USDA agencies truly consider designated RC&D area councils as their constituents.

The USDA RC&D Policy Advisory Board recommends that you clarify the delegation of authority to convey your expectation that USDA agencies become more proactive in making available their programs and services in responding to the goals, objectives, and needs identified by RC&D Councils for the USDA-designated areas. These changes have been reviewed and approved by the Policy Advisory Board. Attachment 1 is a draft Federal Register notice, with the text to change the delegation of authority. The RC&D Councils are well-known for their successes in getting meaningful results on the ground. They should be viewed by USDA not only as a customer, but also as an effective local delivery system partner. As a delivery system partner, they can aid USDA in monitoring and strengthening program effectiveness in addressing grass-roots needs. Because of the length of time necessary to complete the regulatory change in delegation of authority, the Policy Advisory Board recommends that you issue the attached proposed Secretary's memorandum (Attachment 2) as an interim measure pending the regulation change.

OPTIONS

Option 1

Issue the attached updated delegation of authority. While the delegation of authority regulations are being modified, issue the attached Secretary's Memorandum as an interim measure.

Pros:

- Will convey a strong message of intent that USDA is committed to helping rural areas address their critical issues and concerns, and that USDA places value on the efforts that local people undertake to seek the RC&D area designation.

Cons:

- May result in adjustments in workloads of USDA agencies that have not been active with designated RC&D area councils, and may require that agency policies be updated to acknowledge the role that RC&D Councils can play in furthering an agency's mission.

Option 2

Do not modify the delegation of authority regulations nor issue the Secretary's memorandum.

Pros:

- None.

Cons:

- Will not result in full access to USDA assistance by RC&D Councils and the people and communities they represent.

- Will not convey to USDA agencies the expectation that they assist RC&D Areas designated by you to receive assistance.

Option 3

Continue to rely on the USDA RC&D Policy Advisory Board to strengthen awareness and coordination of activities that may be of value to designated RC&D areas.

Pros:

- Will allow gradual progress in councils' being assisted by member agencies.

Cons:

- Will not allow for a Department level message of support and direction to work with USDA designated RC&D areas.

DECISION MEMORANDUM FOR THE SECRETARY 4

The full intent of the RC&D statute will not be realized.

RECOMMENDATION:

Option 1

DECISION BY THE SECRETARY:

Approve → Dale W. Moore for the Sec. Option Selected: 1

Disapprove

Discuss with me

Date 2-5-02

Reviewed by

Attachments

Mark - lets move forward w/option 1. Could you please have the proposed FR notice run through formal traps so final signoff has all prerequisite reviews.

Thank you, Dan

BRUCE BUNDICK
Acting Director
Office of the Executive Secretariat
U.S. Department of Agriculture

TO: Dale W. Moore, Chief of Staff

SUBJECT: Proposed Secretary's Memorandum, RC&D Program

DATE: June 6, 2002

Here is a proposed Secretary's Memorandum regarding the Resource Conservation and Development (RC&D) Program. Additional background information is provided in the Decision Memorandum from NRCS (green flag) and in the "Note to Reviewers" from OBPA (orange flag).

The proposed memorandum was prepared in NRCS, and it has been cleared by NRCS, OGC, OBPA, and NRE.

I forward the proposed memorandum for your consideration, and as appropriate, the Secretary's review and signature.

Thank you.

Bruce

Autopen
when appropriate
Bruce
6-13-02

AD116

CLEARANCE AND APPROVAL FOR DEPARTMENTAL ISSUANCES
UNITED STATES DEPARTMENT OF AGRICULTURE

1 **TYPE OF CLEARANCE/ ACTION** — Simultaneous ☐ Sequential ☐ New ☐ Revised ☐ Amended ☐

2 **CLASSIFICATION NUMBER AND TITLE** — 169-4166 477

3 **INDEX TERMS**

4 **ORIGINATOR** — Name: Joan Comanor | Room Number: 6013-S | Extension: 720-2847 | Date: 3/5/02 | OPI:

5 **FORMS AND REPORTS CLEARANCE** — Forms | Date | Reports | Date

6 **CLEARANCE DEADLINE / DISTRIBUTION** — Complete by (date) | Distribution Codes

7 **CLEARANCE ORIGINATING ORGANIZATION**

Name	Title	Room Number	Date In	Date Out	Initials
Joan Comanor	Director, RCCD	6013S	3/5	3/5	JM
Thomas Weber	Deputy Chief, PGM	5109-S	3/5	3/5	
Pearlie Reed	Chief, NRCS	5105-A	3/6	3/6	
Mark Rey	Under Sec. NRE	217-E	3/7	3/11	

8 **OTHER CLEARANCES** See specific instructions on reverse

Organization Abbreviations	Name and Title	Room Number	Date In	Date Out	Concur: no comments	Concur: comments attached	Nonconcur: comments attached
OCIO	Sharon Curtis	401W	3/18	3/18			
OBPA	Jackie Chandler	147-E		4/23		KW	
OGC	Still Shelton	3344	5/14	5/15		✓	Changes requested have been made 5/16
OES	Bruce Burdick		6/5/02			BrB	
OCIO	Sharon Curtis	401W					

9 **REMARKS** (for additional space attach paper)

See attachments

10 **SIGNATURE AUTHORITY** — Signature | Title | Date

X

Signature

Form AD-116 (9/82)

OGC # 152 NRE-02-15

AD116

CLEARANCE AND APPROVAL FOR DEPARTMENTAL ISSUANCES
UNITED STATES DEPARTMENT OF AGRICULTURE

1 **TYPE OF CLEARANCE/ ACTION** — Simultaneous ☐ Sequential ☐ New ☐ Revised ☐ Amended ☐

2 **CLASSIFICATION NUMBER AND TITLE** SM 1042-2 / 169-4166 477

3 **INDEX TERMS** RWSH

4 **ORIGINATOR** Name: Joan Comanor | Room Number: 6013-S | Extension: 720-2847 | Date: 3/5/02 | OPI: NRCS

5 **FORMS AND REPORTS CLEARANCE** Forms | Date | Reports | Date

6 **CLEARANCE DEADLINE / DISTRIBUTION** Complete by (date) | Distribution Codes

7 **CLEARANCE ORIGINATING ORGANIZATION**

Name	Title	Room Number	Date In	Date Out	Initials
Joan Comanor	Director, RCCD	6013S	3/5	3/5	JM
Thomas Weber	Deputy Chief, PGM	5109-S	3/5	3/5	
Pearlie Reed	Chief, NRCS	5105-A	3/6	3/6	
Mark Rey	Under Sec. NRE	217-E	3/7	3/11	

8 **OTHER CLEARANCES** See specific instructions on reverse

Organization Abbreviations	Name and Title	Room Number	Date In	Date Out	Concur: no comments	Concur: comments attached	Nonconcur: comments attached
OCIO	Sharon Curtis	401W	3/18	3/18	✓		
OBPA	Jackie Chandler	147-E		5/23		KW	
OGC	Still Shelton	3344	5/19	5/15		✓	changes requested have been made 5/16
OES	Bruce Burdick		6/5/02			BB	
OCIO	Sharon Curtis	401W					

9 **REMARKS** (for additional space attach paper)

See attachments

10 **SIGNATURE AUTHORITY** Signature | Title | Date

X (RTP)

Signature

Form AD-116 (9/82) (RTP)

OGC # 152 NRE-CO-1584

RESEARCH WORK

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

January 19, 2005

SECRETARY'S MEMORANDUM 1042-003

ESTABLISHING THE USDA BIOBASED PRODUCTS PROCUREMENT PROGRAM

1 PURPOSE

Section 9002 of the Farm Security and Rural Investment Act of 2002 (FSRIA) (7 U.S.C. 8102) requires the Department of Agriculture (USDA) to develop and implement a biobased product procurement program designed to increase the purchase and use of biobased products, consistent with applicable provisions of Federal procurement law.

This memorandum sets forth the policy of the Department of Agriculture to increase the purchase and use of biobased products to the extent practicable, consistent with federal procurement law.

2 DEFINITION

A biobased product is defined in Section 9002 as:

> A product determined by the Secretary [of Agriculture] to be a commercial or industrial product (other than food or feed) that is composed, in whole or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials.

3 BACKGROUND

Promoting the increased purchase and use of biobased products is part of our overall mission responsibility to provide leadership on agriculture, natural resources conservation, and related issues based on sound public policy, the best available science, and efficient management. Our commitment to biobased products is consistent with our vision to be a dynamic organization able to provide the integrated program delivery needed to lead a rapidly evolving agriculture system.

RESEARCH WORK

Annually, USDA procures a broad range of products and services. Many of these products, and the products used in providing these services, can be produced from biobased materials and used in lieu of products derived from non-renewable resources.

Increased USDA procurement and use of biobased products provides opportunities to: (1) boost domestic demand for many agricultural commodities to serve as feed-stocks for producing the products; (2) generate new investment, job formation, and income generation in Rural America; and, (3) benefit the environment by substituting biobased products for items made from less environmentally responsible materials.

While Section 9002 of FSRIA contains government-wide responsibilities for USDA regarding biobased products, the focus of this Secretary's Memorandum is on internal USDA action to boost the acquisition of these products.

4 ESTABLISHING A BIOBASED PRODUCTS LEADERSHIP COUNCIL

This Secretary's Memorandum establishes a new Biobased Products Leadership Council (BPLC) to provide additional emphasis, senior-level leadership, and coordination on increased USDA purchase and use of biobased products. This new council will work in conjunction with the USDA Biobased Products and Bioenergy Coordination Council (BBCC) established by Departmental Regulation 9600-002 (Among its duties, the BBCC has the responsibility to support acquisition of biobased products resulting from USDA research, development and technology transfer programs).

Mission area Deputy Under Secretaries, working collaboratively with the BBCC, shall provide the leadership required to expand the purchase and use of biobased products, through a Biobased Products Leadership Council, as ordered below. The Deputy Secretary of Agriculture shall chair this Council. The Chief Acquisition Officer (CAO)/Assistant Secretary for Administration (ASA) and the Chief Economist shall provide advice and support in their respective areas of expertise to the Council. The CAO has delegated responsibility for all USDA-wide procurement policy. Similarly, the Chief Economist has delegated responsibility to implement Section 9002. The CAO will provide staff support to the new council.

5 FEDERAL ACQUISITION REGULATION APPLICABILITY

Consistent with applicable federal procurement law and regulation, the biobased procurement program shall be implemented through the Agricultural Acquisition Regulation (AGAR), AGAR Advisories (as appropriate), and other appropriate internal mission area issuances.

6 BIOBASED PROCUREMENT PROGRAM CONTENTS

As required by FSRIA, the USDA biobased procurement program will contain the following:

a Biobased product preference program;
b Promotion program to promote the preference program established in (1) above; and,
c Annual review and monitoring of program effectiveness.

Implementation of the actions ordered below are to be taken consistent with these and other relevant requirements of FSRIA Section 9002.

7 EFFECTIVE DATE

The provisions of this memorandum are effective immediately.

8 POLICY

It shall be USDA's policy to increase the acquisition and use of biobased products consistent with the actions ordered below. For a procurement preference to apply, the products/items must first be designated. Once designated, products/items must be reasonably available, meet performance standards, and be reasonably priced. The preference may be stated in terms of minimum biobased content standards or on the basis of highest percentage of biobased products offered by a vendor.

9 ACTIONS ORDERED

The following actions are hereby ordered:

a A USDA Biobased Products Leadership Council is hereby established. The Council shall be composed of the following mission area Deputy Under Secretaries, with the CAO/ASA, Chief Economist and BBCC serving in advisory/support roles as described in Section 4, above:

Farm and Foreign Agricultural Services;

Natural Resources and Environment;

Research, Education and Economics; and,

COMMITTEES -2 (Collaborative Forest Restoration Program Technical Advisory Panel)

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION	NUMBER: 1042-138
SUBJECT: Collaborative Forest Restoration Program Technical Advisory Panel	DATE: July 12, 2001
	OPI: Forest Service

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1 PURPOSE AND SCOPE

a The Collaborative Forest Restoration Program Technical Advisory Panel (Panel) is hereby established pursuant to Section 606, Title VI—Community Forest Restoration (Pub. L. No. 106-393) (the Act).

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b The purpose of the Panel is to evaluate proposals for forest restoration grants and provide recommendations to the Secretary of Agriculture (defined in section 604 of the Act as the Secretary of Agriculture acting through the Chief of the Forest Service) regarding which proposals best meet the objectives of the Collaborative Forest Restoration Program. The Chief of the Forest Service shall act through the Regional Forester of the Southwestern Region, USDA Forest Service (the Regional Forester), for the purpose of appointing members of the Panel, receiving Panel recommendations, and approving project funding.

c The Panel will operate in accordance with the Act (Title VI, Pub. L. No. 106-393) and the Federal Advisory Committee Act (5 U.S.C App.; Pub. L. No. 92-463).

2 SPECIAL INSTRUCTIONS

a This regulation will expire 2 years from the date of filing unless renewed by proper authority and appropriate action.

b The functions of the Panel cannot be accomplished in less that 2 years. In accordance with Departmental regulations, unless renewed, the Panel will terminate 2 years from the date of filing the charter.

3 OFFICERS AND MEMBERSHIP

a The Panel will consist of 12 to 15 members approved by the Regional Forester as follows:

(1) A State natural resources official from the State of New Mexico;

(2) At least two representatives from Federal land management agencies;

(3) At least one tribal or pueblo representative;

(4) At least two independent scientists with experience in forest ecosystem restoration; and

(5) Equal representation from—

(a) Conservation interests,

(b) Local communities, and

(c) Commodity interests.

b Each Panel member shall serve as a representative of one of the interest groups described in section 606 (b) of the Act. Appointment to the Panel does not make Panel members Federal government employees.

c A vacancy on the Panel will be filled in the manner in which the original appointment was made. Any member appointed to fill a vacancy occurring before the expiration of the term for which his/her predecessor was appointed shall be appointed for the remainder of such term. A replacement shall fill the vacancy as soon as practicable after the vacancy occurs.

d Members of the Panel shall be appointed for terms of 2 years, but may be reappointed.

e The Regional Forester, in selecting Panel members, shall seek to ensure the membership of the Panel is balanced and represents and includes a broad range of diverse views and interests.

f The Regional Forester shall appoint a Designated Federal Official (DFO) under sections 10 (e) and (f) of the Federal Advisory Committee Act who shall also serve as Chair of the Panel. The DFO (or a designated substitute) shall approve the proposed agenda for each meeting, attend each meeting, ensure that adequate facilities are provided for meetings, ensure detailed minutes are taken at the meeting, ensure the minutes and other Panel records are provided for meetings and other needs, and make such reports about the operation of the Panel as may be required or desirable.

g Equal opportunity practices, in line with USDA policies, will be followed in all appointments to the Panel. To ensure that the recommendations of the Panel have taken into account the needs of the diverse groups served by the Department, membership should include, to the extent practicable, individuals with demonstrated ability to represent minorities, women, and persons with disabilities.

4 DUTIES

a The Panel shall provide recommendations to the Regional Forester on a schedule to be established by the Chair of the Panel.

b The Panel's recommendations shall consider the proposed projects' effects on long-term management and provide recommendations regarding which proposals best meet the following objectives pursuant to section 605 of the Act:

(1) Reduce the threat of large, high-intensity wildfires and the negative effects of excessive competition between trees by restoring ecosystem functions, structures, and species composition, including the reduction of nonnative species populations;

(2) Reestablish fire regimes approximating those that shaped forest ecosystems prior to fire suppression;

(3) Preserve old and large trees;

(4) Replant trees in deforested areas if they exist in the proposed project area;

(5) Improve the use of, or add value to, small diameter trees;

(6) Comply with all Federal and State environmental laws;

(7) Include a diverse and balanced group of stakeholders as well as appropriate Federal, State, tribal, county, and municipal government representatives in the design, implementation, and monitoring of the project;

(8) Incorporate current scientific forest restoration information;

(9) Include a multiparty assessment to identify both the existing ecological condition of the proposed project area and the desired future condition;

(10) Contain a plan for reporting, upon project completion, on the positive or negative impact and effectiveness of each project including improvements in local management skills and on-the-ground results;

(11) Create local employment or training opportunities within the context of accomplishing restoration objectives including summer youth jobs programs such as the Youth Conservation Corps where appropriate;

(12) Not exceed 4 years in length;

(13) Not exceed a total annual cost of $150,000 per project, with the Federal portion not exceeding $120,000 annually per project nor exceed a total cost of $450,000 for each project, with the Federal portion of the total cost not exceeding $360,000 per project;

(14) Leverage Federal funding through in-kind or matching contributions; and

(15) Include an agreement by program grantees to attend an annual workshop with other stakeholders for the purpose of discussing the cooperative forest restoration program and projects implemented under the program.

c In developing their recommendations, the Panel shall seek to use a consensus-based decisionmaking process.

d Consistent with applicable laws and Departmental regulations, the Panel may adopt such by-laws or rules of operation, as it deems advisable.

e The Forest Service Southwestern Regional Forester shall select the proposals that will receive funding through the Collaborative Forest Restoration Program.

5 ESTIMATED ANNUAL OPERATIONS COSTS

a Members of the Panel serve without compensation. Reimbursement for travel expenses will be made in accordance

with Federal per diem rates for attendance at meetings. All expenses will be subject to approval of the DFO.

b Estimated annual operating costs of the Committee are $40,000. Federal staff support is estimated to be 0.5 FTE. Advisory Panel Expenses will be covered through the Collaborative Forest Restoration Program.

6 NUMBER AND FREQUENCY OF MEETINGS

a The Panel will meet as often as is necessary to complete its business. A majority of the Panel members must be present to constitute an official meeting of the Panel. The Panel shall not hold any meetings except at the call of, or with the advance approval of, the DFO.

b Notice of each meeting shall be provided in the Federal Register and in major New Mexico newspapers at least 15 days before each meeting. Panel members will be notified personally of the date, time, and place of each meeting.

c All meetings will be open to the public.

7 REPORTS/SUPPORT

a The Panel reports to the Regional Forester of the Southwestern Region, USDA Forest Service.

b Clerical and other administrative support for the Panel will be provided by the USDA Forest Service.

-END-

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

4022
10-21-42

October 20, 1942

Memorandum No. 1043

Designation of Departmental Representatives to the Regional Offices of the War Manpower Commission and Outline of Their Functions

The War Manpower Commission has established regional offices for the development, execution, and direction of regional and area manpower programs, the operation of which shall assure adherence to and maximum effectiveness of War Manpower Commission policies and directives.

To assure proper consideration of agricultural manpower problems, it is essential that the Department participate in the activities of the regional offices of the War Manpower Commission, and that the manpower programs of the Department be closely integrated with the over-all labor supply programs. In order to achieve this, I am designating certain individuals to act as my representatives in connection with the activities of the regional offices of the War Manpower Commission. These representatives and the regional offices in connection with which they shall represent the Department are listed below.

These representatives will be charged with the dual responsibility of acting in a liaison capacity between State USDA War Boards and the appropriate regional office of the War Manpower Commission, and as liaison officers between the regional offices of the War Manpower Commission and the United States Department of Agriculture. The Regional Consultants on Agricultural Labor, which shall be the title of these representatives, will perform the following specific functions and such others as may subsequently be assigned:

1. To confer with and to advise the Regional Manpower Director and his staff on problems relating to agricultural manpower requirements.

2. To present to the Regional Manpower Director and to his staff information concerning the agricultural labor situation in the region.

PERSONNEL 19

3. To suggest to the Regional Manpower Director and his staff action which should be taken by them in connection with the agricultural labor situation in the region.

4. To keep completely informed with respect to the manpower programs carried out by the Regional Manpower Director which directly or indirectly affect agriculture.

5. To observe the manpower programs carried out by the Regional Manpower Director which affect agricultural labor and to report on the results of these programs.

6. To recommend to me changes or modifications in the Department's programs which together with the programs of the Regional Manpower Director will achieve the most effective utilization and distribution of the agricultural labor force.

7. To acquaint State USDA War Boards, Federal and State agricultural officials, farmers and farm organizations within the region with the programs of the War Manpower Commission which affect agriculture.

8. To carry out such assignments in connection with the activities of the regional office of the War Manpower Commission as I may direct.

9. To make suggestions to me as to further action which needs to be taken by the regional office of the War Manpower Commission or by the War Manpower Commission.

In connection with these functions and responsibilities, the Regional Consultants on Agricultural Labor will report to and receive instructions from me through the Office for Agricultural War Relations.

The list of Regional Consultants on Agricultural Labor is as follows:

		States Covered
Region I	Samuel W. Tator Market Administrator Room 746 80 Federal Street Boston, Massachusetts	Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island
Region II	Ralph DeWolfe, Chairman New York State USDA War Board 501 Savings Bank Building Ithaca, New York	New York

		States Covered
Region III	Harold Ballou Regional Information Representative U. S. Department of Agriculture Center Building Upper Darby, Pennsylvania	Pennsylvania, New Jersey, Delaware
Region IV	Arthur J. Holmaas Farm Labor Division Office for Agricultural War Relations U. S. Department of Agriculture Washington, D. C.	Maryland, West Virginia, Virginia North Carolina
Region V	Maurice A. Doan, Chairman Michigan State USDA War Board 1413 S. Washington Avenue P. O. Box 1200 Lansing, Michigan	Michigan, Ohio, Kentucky
Region VI	Walter Sassaman Regional Labor Relations Specialist Farm Security Administration Sixth Floor, County Courthouse Milwaukee, Wisconsin	Wisconsin, Illinois, Indiana
Region VII	Thomas L. Elder Regional Labor Relations Specialist Farm Security Administration Gay Teague Hotel Building Montgomery, Alabama	Tennessee, Mississippi, Alabama, Georgia, South Carolina, Florida
Region VIII	Charles W. Stickney, Chairman Minnesota State USDA War Board 210 Main Post Office Building St. Paul, Minnesota	Minnesota, Iowa, North Dakota, South Dakota, Nebraska
Region IX	Fred R. Merrifield, General Agent Farm Credit Administration Central Building Wichita, Kansas	Missouri, Kansas, Oklahoma, Arkansas
Region X	B. J. Walker Regional Labor Relations Specialist Farm Security Administration Parry Avenue, Commerce Street Dallas, Texas	Texas, Louisiana, New Mexico

		States Covered
Region III	Harold Bellon Regional Information Representative U. S. Department of Agriculture Custer Building Upper Darby, Pennsylvania	Pennsylvania, New Jersey, Delaware
Region IV	Arthur J. Hofmann Farm Labor Division Office for Agricultural War Relations U. S. Department of Agriculture Washington, D. C.	Maryland, West Virginia, Virginia, North Carolina
Region V	Maurice A. Doan, Chairman Michigan State USDA War Board 1615 S. Washington Avenue P. O. Box 1200 Lansing, Michigan	Michigan, Ohio, Kentucky
Region VI	Walter Sassaman Regional Labor Relations Specialist Farm Security Administration Sixth Floor, County Courthouse Milwaukee, Wisconsin	Wisconsin, Illinois, Indiana
Region VII	Thomas L. Elder Regional Labor Relations Specialist Farm Security Administration Jay Teague Hotel Building Montgomery, Alabama	Tennessee, Mississippi, Alabama, Georgia, South Carolina, Florida
Region VIII	Charles V. Shiloney, Chairman Minnesota State USDA War Board 210 Main Post Office Building St. Paul, Minnesota	Minnesota, Iowa, North Dakota, South Dakota, Nebraska
Region IX	Fred E. Merrifield, General Agent Farm Credit Administration Central Building Wichita, Kansas	Missouri, Kansas, Oklahoma, Arkansas
Region X	R. J. Walker Regional Labor Relations Specialist Farm Security Administration Perry Avenue, Commerce Street Dallas, Texas	Texas, Louisiana, New Mexico

		States Covered
Region XI	C. E. Hazard Regional Labor Relations Specialist Farm Security Administration 950 Broadway Denver, Colorado	Colorado, Wyoming, Montana, Idaho, Utah
Region XII	Edward J. Rowell Regional Labor Relations Specialist Farm Security Administration 30 Van Ness Avenue San Francisco, California	Washington, Oregon, Nevada, California, Arizona

Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C.

October 21, 1942

Memorandum No. 1044

Establishment of Committee on Price Support Programs

As a result of the excellent work done by the community committees, national production goals for 1943 have been established, and concurred and approved by the Foods Requirements Committee. These national goals have been broken down into tentative State goals and will be forwarded very shortly to the State War Boards for any revisions they may wish to suggest and for further breaking down into county goals. This will enable War Boards to establish county goals before the regional meetings scheduled for the first part of December, at which time the 1943 production program will be announced publicly.

The establishment of goals, however, is only one step in developing the 1943 agricultural program. Farmers will need to know many other things if they are going to make their maximum contribution to the war effort.

One of the important features of the over-all program is the prices farmers may expect to receive for the commodities we are asking them to produce. In order to develop an integrated program of price supports for the crops we are seeking farmers to grow in 1943, I am establishing a Committee on Price Support Programs to be composed of the following persons:

O. V. Wells, BAE, Chairman
C. O. Farrington, CCC
J. Joe Hood, ACAA
Budd A. Holt, AMA
Sherman E. Johnson, OAWA

This Committee is to develop by November 15, price support programs for those crops for which such programs are necessary either because of the Steagall Amendment or they are needed in order to give additional assurance that the production goals will be reached. It may request the services of other departmental personnel in carrying out its assignment.

Claude R. Wickard
Secretary

EMS NED 1
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 1, 1982

SECRETARY'S MEMORANDUM 1043-1

Establishment of the Working Capital Fund Interagency Review Board and Position of Comptroller of the Fund

1 BACKGROUND

In November 1981 the Task Force for Reviewing Centrally Financed Activities submitted its report on the Department's Working Capital Fund (Fund). Among the significant findings of this Task Force was the identification of a need to strengthen the review and monitoring process for the Fund and to improve budget discipline. The Task Force made numerous recommendations for improvement including establishment of an interagency board and appointment of an official to administer the Fund. To improve the overall administration of the Fund, the Working Capital Fund Interagency Review Board and the position of Comptroller of the Fund are hereby established.

2 PURPOSE

This memorandum establishes the Working Capital Fund Interagency Review Board (Board) and the Comptroller of the Fund (Comptroller), and identifies the major responsibilities for all related organizational units.

3 MEMBERSHIP OF THE BOARD

a The Board shall consist of:

(1) Not more than seven of the chief management officials from those Department agencies providing financial support for, and/or utilizing services provided through, the Fund.

(2) The Director of the Office of Budget and Program Analysis (OBPA) or a designated member from that office.

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b The Chairperson of the Board shall be selected from and by the membership.

c The Director, Office of Finance and Management (OFM) shall appoint an Executive Secretary to coordinate Board activities.

4 TERM OF APPOINTMENTS

The seven chief management officials shall be appointed by the Assistant Secretary for Administration to terms ranging from one to three years. Such terms shall be staggered to provide continuity.

5 ASSIGNMENT OF MAJOR RESPONSIBILITIES

a General

The Comptroller, the Board, and the cost center managers are to cooperate to the extent practical in the carrying out of any and all responsibilities including such studies, reviews or other internal control processes aimed at improvement or oversight of the Fund's activities.

b The Assistant Secretary for Administration shall retain ultimate responsibility for:

(1) The financial health of the Fund.

(2) Overall management authority over those activities and the related organizational units supported by the Fund except for those assigned to OGPA.

(3) Final Departmental approval of any new or expanded centralized services prior to submission to OMB in conformance with 7 USC 2235.

c The Director, OFM, is hereby named Comptroller of the Working Capital Fund and as such shall:

(1) Advise the Assistant Secretary for Administration on all Fund related policy, budget, financial and management improvement matters.

(2) Approve those regulations, procedures and rates which have an impact on the financial health of the Fund.

(3) Develop and administer a program to monitor and improve the current and future status of the Fund.

d The Board shall be the primary representative body for those agencies which provide financial support for, and/or benefit from activities supported by, the Fund and as such shall:

(1) Advise the Assistant Secretary for Administration on all Fund related policy, budget, financial, and management improvement matters.

(2) Advise the Comptroller on the establishment of Fund related regulations and procedures.

(3) Participate in oversight reviews on the use of the Fund and the services provided.

(4) Develop internal Board procedures.

e The cost center managers, defined for purposes of this memorandum as the Directors of those Departmental Staff offices financially supported by the Fund, shall:

(1) Retain all previously delegated authorities and responsibilities for management of their respective organizations.

(2) Provide the Comptroller and the Board with such information and assistance as may be requested to the fullest practical extent.

6 TERMINATION

This memorandum shall remain in effect for one year from the date of issuance or until such earlier date as the provisions contained herein are incorporated into a Departmental Regulation. The Department's delegations of authority shall be amended in conformance with this memorandum within ninety (90) days.

John R Block

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

EMS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

April 2, 1982

SECRETARY'S MEMORANDUM 1043-2

USDA Food and Agriculture Councils

1 PURPOSE

The purpose of this memorandum is to establish a USDA Food and Agriculture Council (FAC) in each State, the Virgin Islands and the Commonwealth of Puerto Rico.

2 BACKGROUND

The Department has many programs administered in each State by its various agencies. Examples of these programs are rural development, land use, new full-time family farmer and rancher development projects, emergency programs for producers, conservation, etc.

In the past, interagency action on the numerous common program objectives has been coordinated by a variety of separate, independent committees, task forces, and other groups created by direction of the Department and/or its constituent agencies.

Secretary's Memorandum No. 1977, Revised, dated July 11, 1979, established State Coordination and Administrative Committees (SCAC), and designated these committees as the primary USDA interagency forum in each State. Other task groups and committees such as rural development, land use, office service, location and operations have or may have originated out of the SCAC.

On the national level the Secretary established the Secretary's Policy and Coordination Council in July of 1981, which he personally chairs. This Council is comprised of the Deputy Secretary, all Under and Assistant Secretaries, the Director of Science and Education, the General Counsel and the Inspector General. Each of those officials has established and chairs a committee to deal with issues in his or her area of concern, but necessitate interagency coordination. Issues raised by those committees are then presented to the full Council for resolution.

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This system within the Department is linked to the interdepartmental Food and Agriculture Secretariat and further to the Food and Agri-culture Cabinet Council which the Secretary chairs. This ensures that major issues are surfaced to the President if necessary.

Along with the need for coordination of USDA programs, the Secretary needs a structure to obtain input from State and local levels as an aid in the policymaking process.

3 POLICY

A USDA Food and Agriculture Council (FAC) shall be organized in each State, the Virgin Islands, and the Commonwealth of Puerto Rico. It shall function as the primary USDA interagency forum in each State through which State level agency heads can efficiently coordinate interagency responsibility and the Department's program goals and objectives at the State level. The Council will be responsible for coordination of the Department's objective in regard to office services, location and operation.

The FAC will also serve as the focal point, at the State level, for the Secretary to get feedback on policy issues, to keep informed of agricultural and rural development concerns, and to get input for policies that are under consideration. This Council shall identify, assess and address salient needs and problems on agricultural and rural community issues and make recommendations to the Secretary when action is required at the national level. The Council is authorized to establish committees to assist in meeting its objectives.

As the Department's Information Resource Management (IRM) Program progresses, the FAC will be responsible for coordinating and addressing IRM issues at the State level.

State level agency heads of the following agencies are assigned responsibility under this Memorandum and will comprise the base Council: Agricultural Stabilization and Conservation Service, Extension Service, Farmers Home Administration, Federal Crop Insurance Corporation, Food and Nutrition Service, Forest Service, Rural Electrification Administration, Soil Conservation Service, and the Statistical Reporting Service. Other USDA agencies and non-USDA Federal agencies may be invited to participate on the FAC at the discretion of the Council. Invitations to attend individual meetings could be extended to other persons, agencies or groups when deemed appropriate.

The Executive Assistant to the Secretary is appointed as the Secretary's Liaison with the FACs and is authorized to issue procedures for operation of the FACs.

4 AUTHORITY

There shall be no delegation to the Council or committees by State or regional agency level heads of primary responsibilities directly assigned to them in other issuances.

5 SPECIAL INSTRUCTIONS

The provisions of this memorandum supersede those of Secretary's Memorandum No. 1977, Revised, dated July 11, 1979.

John R Block

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

EMS NED 1
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

August 4, 1982

SECRETARY'S MEMORANDUM 1043-3

Grain Storage, Handling, and Processing Safety

1 PURPOSE

The purpose of this Memorandum is to establish a USDA Grain Storage, Handling, and Processing Safety Coordinating Subcommittee, hereafter referred to as the Coordinating Subcommittee.

2 BACKGROUND

The United States is one of the world's major producers and exporters of grain. In the past 10 years grain exports have increased from approximately 1.7 billion bushels annually to 4.9 billion bushels. The increased movement of grain in national and world markets brings with it a strong concern for safety in grain storage and handling facilities. Grain elevator explosions over the past few years have taken a heavy toll in loss of lives and serious injuries and have resulted in millions of dollars in property damage. The grain industry has developed new safety features in elevator design, and formed safety committees to discover and publicize the cause of elevator explosions. Seminars and studies relating to safety have been conducted, with participation by industry and union representatives. The Department shares the concern of the grain community for safety in the grain handling process and has been working with the private sector and State and Federal government agencies to develop and implement a grain elevator safety program. USDA is reemphasizing and strengthening its commitment to safety in grain storage, handling, and processing.

3 PROGRAM

The Department of Agriculture is establishing a new Grain Storage, Handling and Processing Safety Program to provide leadership, coordination, implementation and monitoring activities to ensure the safe and efficient movement of the Nation's grain in domestic and international markets. The Department will provide and utilize scientific resources in research, engineering, education and resource development. One component of the program will be

the development of a system for tracking and evaluating fires and explosions occurring in grain handling facilities.

4 ESTABLISHMENT OF SUBCOMMITTEE

In accordance with Secretary's Memorandum No. 1044-2, Secretary's Policy and Coordination Council, dated June 1, 1982, the Coordinating Subcommittee is hereby established under the Administration Committee. The Executive Assistant to the Secretary will serve as Co-chairperson, and the Inspector General will serve as a member of the Administration Committee for this project. The Coordinating Subcommittee will be comprised of the Administrators of the Agricultural Marketing Service (AMS), Agricultural Research Service (ARS), Agricultural Stabilization and Conservation Service (ASCS), National Agriculture Library (NAL), Extension Service (ES), Federal Grain Inspection Service (FGIS) and the USDA Grain Elevator Safety Advisor. The Administrator, FGIS, and the USDA Grain Elevator Safety Advisor are hereby designated as the Chairperson and the Executive Secretary, respectively, of the Coordinating Subcommittee.

5 RESPONSIBILITIES

The Coordinating Subcommittee shall:

a Develop and provide national leadership, coordination and implementation of Departmental policies regarding safe grain storage, handling, and processing.

b Consult with and advise the Secretary with respect to the implementation of Departmental safety policies and recommend methods and practices for safe grain storage, handling, and processing.

c Provide national leadership and coordination with USDA agencies, other State and Federal Government agencies, and private industry for the development of accident prevention programs to ensure safe grain storage, handling, and processing.

d Encourage research on safe grain storage, handling, and processing, and develop methods for disseminating the results of such research. Collect, analyze and disseminate information on safe grain storage, handling, and processing policies and practices.

The Coordinating Subcommittee shall monitor and coordinate the activities of technical work groups which shall be comprised of Departmental and agency personnel with the requisite expertise to accomplish program objectives. The Coordinating Subcommittee chair

will designate the Chairperson of each technical work group who will, in turn, designate work group members.

6 EFFECTIVE DATE

The actions ordered by this memorandum are effective immediately.

John R Block

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 1, 1981

SECRETARY'S MEMORANDUM 1044-1

Information Resource Management Task Force

1 PURPOSE

The Paperwork Reduction Act of 1980 (PL 96-511) requires, among other things, that the Department name a senior official reporting to the Secretary as the overall manager of USDA information resources. One of the chief responsibilities of this official will be to organize USDA information management activities to provide for clear lines of authority and accountability in this vital area. OMB Bulletin No. 81-21 provides guidance on initial implementation of the Act. A recent report by the General Accounting Office (GAO), "Department of Agriculture Needs Leadership in Managing Its Information Resources," gives added weight to this legislative mandate.

On July 1, 1981, I appointed the Executive Assistant to the Secretary, Raymond D. Lett, to act as this Department's senior official. Over the past weeks, he and others have analyzed the situation and given me their recommendations. Their efforts have resulted in the actions ordered in this Memorandum.

2 ESTABLISHMENT OF TASK FORCE AND DESIGNATION OF CHAIRMAN

There is hereby established an Information Resource Management Task Force (IRMTF). The Executive Assistant to the Secretary is hereby designated as Chairman of the IRMTF. The IRMTF mission will be to assist and support the Executive Assistant to the Secretary, in his capacity as Information Resource Management Task Force Chairman. Members of the Task Force will be appointed by the Chairman.

The Task Force will consist of three components:

a A policy group consisting of Under Secretaries, Assistant Secretaries and their Deputies. This group will assist in establishing overall goals and policies for information resource management.

b A technical advisory group whose members will be selected by the Chairman. This group will provide technical advice to the Chairman on information resource management for the Department.

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c A working group headed by the Deputy Assistant Secretary for Administration and consisting of Administrators, Deputy Administrators, and agency technical representatives. This group will be responsible for gathering information from the agencies and making recommendations to the Chairman on agency mission requirements related to information resource management.

3 POWERS OF THE CHAIRMAN

The Chairman will serve as the single information resource management point of contact for the Department as required under PL 96-511. The Chairman is authorized to take any actions he deems necessary to implement the provisions of the Paperwork Reduction Act. Such actions may include, but shall not be limited to:

a Development and establishment of Departmentwide information management principles, policies, standards, guidelines, rules, and regulations;

b Review of proposed reporting and recordkeeping requirements to insure that they impose the minimum burden on the public while maintaining practical utility for the Department;

c Development and implementation of procedures for assessing the burden on the public and the costs to the Department of information requirements contained in proposed legislation affecting Department programs;

d Conduct of and accountability for acquisitions made pursuant to delegations of authority under Section 111 of the Federal Property and Administrative Services Act of 1949, as amended;

e Assistance to the Office of Management and Budget in the performance of its functions assigned by PL 96-511, including reviews of Departmental information management activities;

f Provisions for Departmentwide guidance and direction in planning, justifying, managing, controlling, and documenting applications for software projects in accordance with Federal and Department information processing standards, procedures, and guidelines;

g Development and implementation of a program to provide accurate, quantitative, and well-documented information on computer performance, capacity, and utilization as an aid in achieving and maintaining satisfactory user service levels at Department computer centers while simultaneously controlling data processing and telecommunications costs;

h Establishment of a Departmentwide information resource and ADP security program; and

i Development and administration of an information resource management planning process that will address hardware, software, telecommunications, and other information management needs at every level in the Department.

4 ACTIONS ORDERED

All processes related to the procurement of automatic data and word processing equipment, services, or supplies are hereby ordered to be reviewed by the Information Resource Management Task Force. The procurement function itself will remain in the Office of Operations and Finance. That office will continue to provide support to the IRMTF with respect to such procurement actions.

5 ADMINISTRATIVE MANAGEMENT SUPPORT

The Information Resource Management Task Force will receive administrative management support from the Office of Operations and Finance in the areas of personnel, property management, contracting and procurement.

6 INCIDENTAL TRANSFERS

The Deputy Assistant Secretary for Administration and the Director, Office of Budget and Program Analysis are authorized to provide funds, personnel employment authority, space, records, property, and incidentals as the Chairman may deem necessary to implement the provisions of this Memorandum.

7 EFFECTIVE DATE

The provisions of this Memorandum shall be implemented by September 1, 1981.

John R Block

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

EMS NED 1
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

June 1, 1982

SECRETARY'S MEMORANDUM 1044-2

SECRETARY'S POLICY AND COORDINATION COUNCIL

1 PURPOSE

This memorandum establishes the Secretary's Policy and Coordination Council. The Council shall meet on an "as needed" basis to determine policy and resolve issues which necessitate coordination across areas of responsibility of Under and Assistant Secretaries and the Departmental offices.

2 CANCELLATIONS

This memorandum supersedes the Secretary's unnumbered memorandum dated July 22, 1981, subject "Secretary's Policy and Coordination Council."

3 POLICY

The Council shall promote strong and effective interagency coordination and cooperation among agencies in pursuing the missions and implementing the programs of the Department of Agriculture. The Council shall also formulate the Departmental policy and serve as the channel through which intradepartmental and interdepartmental issues will be raised for consideration at the Cabinet level.

4 RESPONSIBILITIES

a Council Membership

The Secretary, the Deputy Secretary, all Under and Assistant Secretaries, the General Counsel, and the Inspector General will be members of the Council. The Executive Assistant to

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the Secretary will be an ex-officio member and shall serve as the Council's Executive Secretary.

b Committees

Members of the Council will be asked, as needs arise, to organize and chair committees for dealing with issues that fall primarily in his/her area of responsibility, but which necessitate coordination with other's areas of responsibility. Each chairperson will arrange for appropriate clerical, administrative, and professional staff support for the committee.

c Working Groups

Working groups will be created as the committee chairpersons deem necessary for coordinating agency staff work on specific issues. The committee chairpersons will designate staff to serve as chairpersons of the working groups and request agency administrators to designate staff to serve as members. The committee chairpersons will designate an agency under his/her oversight to provide the clerical, administrative or professional staff support needed by each working group.

d Executive Secretary

The Executive Secretary will set the agenda for Council meetings, ensure coordination among the several committees and determine the basic guidelines for implementing this department-wide policy and coordination structure. Any agenda items or other matters for consideration by the Council shall be submitted to the Executive Secretary for presentation to the Council. The Executive Secretary will present actions taken by the Council to the Secretary for concurrence, signature, or other action required.

5 OPERATIONS

a Council

The Council will meet when called by the Secretary. The Council will deal with issues presented by the Executive Secretary. Issues before the Council may arise from actions taken by the committees, they might be issues raised by members of the Council, or they might result from actions in the Congress or the White House which require Council action. The Council will take

final action on most issues internal to USDA but may recommend the elevation of appropriate intradepartmental issues for elevation to the Cabinet level.

b Committees

The committees will meet when called by the chairperson. Committees will deal with issues assigned by the Secretary or the Executive Secretary to the Council, with issues raised by working groups, or with those raised to the committee level, through appropriate administrative channels, by agencies of the Department.

The committees will take final action on issues that do not require action by the Council and will elevate appropriate issues to the Council through the Executive Secretary.

c Relationships with States and State-Level USDA Organizations

Agencies of the State government or State-level USDA organizations having issues for consideration by the Department will submit them to the Executive Secretary, who will assign them to the appropriate committee for action and resolution. Related correspondence should be addressed to:

Executive Secretary
Secretary's Policy and Coordination Council
Office of the Secretary
U. S. Department of Agriculture
Washington, D. C. 20250

Local-level USDA organizations (county- or multicounty-level committees) having issues for consideration by the Council or its committees should submit them through the appropriate State-level organization or through administrative channels of the agency most affected or concerned.

John R Block

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 3, 1982

SECRETARY'S MEMORANDUM 1044-3

Management of Information Resources

EMS NED 1
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

1 BACKGROUND AND PURPOSE

I have determined that the ongoing activities of the Information Resources Management Task Force (IRMTF) should be assigned to a permanent organization to ensure continuity in implementing the provisions of the Paperwork Reduction Act of 1980 (P.L. 96-511). The Assistant Secretary for Administration has recently completed an internal reorganization of staff offices and is now in a position to assume these responsibilities. The accomplishments of the IRMTF during the past year and the actions underway should be carefully assessed in determining the direction of USDA Information Resources Management Policy.

2 ACTIONS ORDERED

The Assistant Secretary for Administration is hereby designated as USDA's Senior Official to carry out the Department's responsibilities under the Paperwork Reduction Act of 1980 (P.L. 96-511) and is authorized to take any actions he deems necessary to implement the provisions of the Act. Assistance will be provided in the establishment of overall USDA goals and policies by the Policy and Coordination Council established by Secretary's Memorandum 1044-2.

Adequate resources will be identified to ensure that USDA is in full compliance with the Act. The Assistant Secretary for Administration will identify necessary changes in delegations of authority, organizational responsibilities, and resource commitments within 30 days. Assignments will be made with existing resources available in USDA.

3 EFFECTIVE DATE

The provisions of the Memorandum will be effective immediately.

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OPI: Office of Finance and Management

4 RESCISSION

Secretary's Memorandum 1044-1 that established the Information Resources Management Task Force is rescinded with the Effective date of this Memorandum.

John R Block

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

EMS NED 1
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

August 1, 1983

SECRETARY'S MEMORANDUM 1044-4

CRITICAL MATERIALS TASK FORCE

1 PURPOSE

The purpose of this memorandum is to create and provide direction for a Task Force which will address the potential for domestically producing agricultural commodities to replace critical materials for which the United States is currently dependent on imports. USDA policy favors encouragement of agricultural production contributing to the national defense. Government action may be necessary to stimulate the production of agricultural materials by the private sector to address this growing national concern.

2 BACKGROUND

The need for products to provide stable domestic supplies of strategic and essential industrial materials [critical materials] is of increasing concern to both private and public sector officials in the United States. Dependencies on foreign sources for critical materials pose threats to the Nation's industrial capability and security in the event supplies are disrupted. These materials include some that are identified by law as strategic. These are natural rubber and alternatives or replacements for castor oil and sperm whale oil. Also of concern are materials essential to the Nation's industries such as waxes, resins, gums, oils, newsprint and other products manufactured or extracted from plants.

In addition, the United States finds itself dependent on foreign sources for nearly half of its petroleum supply, of which about 400,000 barrels per day are utilized as feedstock in the chemicals industry. This feedstock is used to manufacture synthetic organic chemicals similar to those extracted or manufactured from plants, as well as plastics, industrial coatings and paints, printing inks, surfactants, and synthetic fibers. Supply lines stretch half way around the world and are subject to disruption by climatic conditions or political and economic manipulation. In addition, the United States faces predicted shortfalls in world supplies of natural rubber by 1990 and crude oil by 2030.

More than 30 years of USDA and University Research has demonstrated that it is technically possible to domestically produce those organic materials now imported and to produce botanochemicals to replace imported petroleum used for feedstock in the chemicals industry. However, it has not been established that production of any of these materials, at a level sufficient to eliminate or reduce dependency on foreign supplies, will be economically feasible within this decade. Nor have the economic parameters [conditions] been established for feasibility of domestic production during the period 1990 through 2030. Neither have the costs or benefits of subsidizing production of domestic replacements been established should that become strategically, economically, politically, or socially desirable.

3 CREATION OF TASK FORCE

There is hereby created in USDA a Critical Materials Task Force. The Executive Assistant to the Secretary will appoint its members.

The Policy Steering Committee, appointed under provisions of the USDA and Department of Defense Memorandum of Understanding, will monitor and review the work of the Task Force.

The Task Force shall complete the following tasks using the best data or information that can be generated or made available and the best estimates of knowledgeable scientists and specialists where data cannot be generated or made available within the time period of the study.

4 TASKS

The Task Force shall:

a determine the feasibility of domestically producing, processing, and using agricultural commodities to supply replacements for imported critical materials during this decade;

b define the economic parameters for feasibility of domestically producing alternative sources of critical materials during the period 1990 through 2030;

c estimate the costs and benefits of subsidizing domestic production of replacements for imported critical materials should it become strategically, economically, politically, or socially desirable; and

d recommend steps USDA should take to further address this national concern.

5 TASK FORCE PRODUCT

The Task Force shall produce a report to the Secretary containing a summary of its findings and conclusions, as well as recommendations for steps USDA should take to:

a conduct further investigations of the Task Force findings;

b identify, initiate, and adequately support needed research and development activities that will demonstrate the feasibilities of domestic production, processing, and use of replacements for imported critical materials where such production;

(1) is determined by the Task Force to be economically feasible in the future, or

(2) would replace those critical materials of which half or more are now supplied by foreign nations, or

(3) is of strategic importance.

c identify, initiate, and adequately support projects that will develop and demonstrate appropriate technology leading to domestic production and use of replacements for imported critical materials, utilizing existing agricultural and industrial infrastructures.

The report, together with supporting documents, shall be submitted through the Assistant Secretary for Science and Education not later than November 30, 1983.

6 TASK FORCE SUPPORT

Administrative support for the Task Force shall be provided by the Office of Operations under the Assistant Secretary for Administration. The Office of Operations will provide office and meeting space, qualified clerical personnel, word processing equipment, and other furnishings, equipment and supplies needed by the Task Force during the period of the study.

Task Force participants' agencies will provide travel, per diem, and other allowable expenses as needed to complete the study. The Assistant Secretary for Science and Education shall provide funds to pay consulting fees or travel for non-USDA personnel needed to complete the study. The amount to be spent for such assistance shall not exceed $35,000.

For the period of the study, Task Force members shall be relieved of all duties that would prevent full participation in the work of the Task Force or delay completion of activities undertaken in support of the study.

7 TASK FORCE OPERATION

Leadership responsibilities for completing work on the several tasks will be divided among Task Force members. Competent USDA personnel and appropriate Agencies' staffs will be enlisted by the Task Force to complete various parts of the study. Agency personnel or staffs asked to assist will be expected to respond positively and within deadlines established by the Task Force.

John R Block

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 16, 1983

SECRETARY'S MEMORANDUM 1044-5

Departmental Systems Review Board

1 PURPOSE

This memorandum establishes the Departmental Systems Review Board to coordinate the development and operation of all USDA automated systems with Departmental impact.

2 BACKGROUND

The USDA Reform '88 Action Plan was published in March 1983. Establishment of a review board to coordinate the development and operation of Departmentwide administrative systems was one of ten action items included in the plan.

3 POLICY

The Departmental Systems Review Board will serve as a point of oversight for all Departmentwide automated administrative systems and for other selected major systems that have significant impact. Oversight responsibility will be for all proposed, planned, and operational Departmental and Agency automated information systems (hardware or software) that have or will have significant impact on USDA. These systems may set technology trends, consume significant resources or be sensitive for other reasons. The Departmental Systems Review Board's responsibility will include determining which proposed and planned systems are to be implemented and the disposition of operational systems.

EMS NED 1
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

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4 RESPONSIBILITIES

The Assistant Secretary for Administration is responsible for implementing the Departmental Systems Review Board and establishing its operating procedures.

John R Block

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 23, 1985

SECRETARY'S MEMORANDUM SM 1044-6

Board of Contract Appeals

1 PURPOSE

This memorandum designates the current membership of the Board of Contract Appeals. The Board continues to function as the agency board pursuant to the Contract Disputes Act of 1978 (41 USC 601-613) and also as the agency board pursuant to the Secretary's regulations in 7 CFR Part 24.

2 MEMBERSHIP OF THE BOARD

The persons designated to serve on the Board as Administrative Judges are:

Jewel F. Lewis, Chair
Edward Houry, Vice Chair
Sean Doherty, Member
William A. Schmidt, Jr., Member
Elden M. Gish, Member

John R. Block

Secretary of Agriculture

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OPI: BCA

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

May 30, 1986

SECRETARY'S MEMORANDUM 1044-7

ANIMAL DAMAGE CONTROL POLICY GROUP

1 PURPOSE

This Memorandum establishes an Animal Damage Control (ADC) Policy Group.

2 BACKGROUND

The ADC program was established by the Act of March 2, 1931. It was administered by the USDA until 1939 when it was transferred to the Department of the Interior. Pursuant to the Agriculture, Rural Development, and Related Agencies Appropriation Act, 1986, Pub. L. No. 99-190, Congress again assigned authority and responsibility for administering the ADC program to the USDA. Responsibility and authority for administering the ADC program within the USDA has been given to the Assistant Secretary for Marketing and Inspection Services and further delegated to the Administrator, Animal and Plant Health Inspection Service. In order to provide the Administrator with advice and policy guidance on varying aspects of ADC research and operations, it has been determined that a high level policy group should be established.

3 ESTABLISHMENT

There is hereby established the Animal Damage Control Policy Group, with the following membership:

(a) Administrator, Extension Service.
(b) Administrator, Animal and Plant Health Inspection Service (Chairperson)
(c) Administrator, Cooperative State Research Service.
(d) Administrator, Agricultural Research Service.
(e) Administrator, Economic Research Service.
(f) Chief, Forest Service.

A working group made up of two representatives from each agency is also established. It will develop policy issues for consideration and action by the policy group.

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4 MEETINGS

The Policy Group shall meet at the call of the Chairperson. The Deputy Administrator, ADC, Animal and Plant Health Inspection Service, shall serve as Executive Secretary of the Policy Group.

DANIEL G. AMSTUTZ
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 14, 1987

SECRETARY'S MEMORANDUM 1044-8

Board of Contract Appeals

1 PURPOSE

This memorandum designates the current membership of the Board of Contract Appeals. The Board continues to function as the agency board pursuant to the Contract Disputes Act of 1978 (41 USC 601-613) and also as the agency board pursuant to the Secretary's regulations in 7 CFR Part 24.

2 MEMBERSHIP OF THE BOARD

The persons designated to serve on the Board as Administrative Judges are:

Edward Houry, Chairman
Sean Doherty, Member
Marilynn M. Eaton, Member
Elden M. Gish, Member
Robert M. M. Seto, Member

Richard E. Lyng

Secretary of Agriculture

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OPI: SEC

ECONOMICS

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20250

April 19, 2000

SECRETARY'S MEMORANDUM 1044-9

Interagency Commodity Estimates Committees

1 PURPOSE

The purpose of this memorandum is to affirm both the importance of the Department's commodity market forecasting and the Interagency Commodity Estimates Committee (ICEC) process for developing the Department's consensus forecasts. The ICEC process, which is based on interagency contributions of data, information, and analysis through direct participation of contributing agency employees, is coordinated by the World Agricultural Outlook Board (WAOB). This Memorandum includes directives to the Chief Economist, the Chairperson of the WAOB, and the administrators of the ICEC contributing agencies. The directives respond to recommendations from an independent study of the WAOB/ICEC process as well as internal assessments. The independent study and internal assessments represent the first hard look at the WAOB/ICEC process since the WAOB was established over 22 years ago.

2 BACKGROUND

The World Agricultural Outlook Board, now part of the Office of the Chief Economist, was established on June 3, 1977, by Secretary's Memorandum 1920. The WAOB's main responsibility (directed by 7 CFR Part 2, Subpart L) is to coordinate and review all commodity and aggregate agricultural and food data and analyses used to develop outlook and situation material within the Department of Agriculture. A monthly *World Agricultural Supply and Demand Estimates* (WASDE) report, prepared under the direction of the WAOB, provides the official Departmental consensus of short-term (1-2 years) supply, demand, and price forecasts for selected commodities traded in global markets. This WASDE report is the most widely used source for domestic and global commodity market estimates and forecasts available. It underpins management information used across the Department for budgeting, policy development, and program evaluations. WASDE is also the anchor for other Departmental and private sector commodity forecasts.

WASDE forecasts are based on a comprehensive, interagency review and consensus building process embodied in ICEC's. The ICEC's, chaired and managed by the

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WAOB, depend on direct staff support, principally from the Agricultural Marketing Service (AMS), Economic Research Service (ERS), Farm Service Agency (FSA), and Foreign Agricultural Service (FAS). Other Departmental agencies also contribute when needed. The ICEC's provide assurance that the Department speaks with one voice, both internally and externally; that the best information available across the Department is used in developing commodity market appraisals and forecasts; and that objectivity, reliability, and credibility are maintained. The breadth of commodity and market knowledge that is achieved by involving these agencies is unparalleled in or outside Government.

Over the last 22 years, but most noticeably in the last few years, the supporting agencies have faced changing priorities. They are handling a broader range of responsibilities in the face of tighter budgets and reductions in analyst resources. These changes are straining ICEC agency stakeholders in supporting ICEC needs as they seek to balance limited resources with new and expanding priorities. As difficulties mounted in meeting ICEC needs, managers also realized that existing WAOB and agency management structures associated with ICEC responsibilities were inadequate to address the problems that were arising. To address the emerging situation, the managers of the supporting agencies contracted for an independent study conducted by Datatrac Information Services, Inc. and its teaming partner, PricewaterhouseCoopers LLP, to: (1) assess the level of resource requirements under the existing ICEC process, (2) compile information on end users of the ICEC process, (3) identify practical opportunities for more efficient and effective use of Departmental resources, and (4) define a mechanism for adaptive change to the process.

The study concluded that, "The existing WASDE/ICEC process is sound, provides adequate security safeguards, and produces a WASDE report that is highly regarded as reliable, accurate, and consistent by both internal and external stakeholders and users." While this conclusion is gratifying, the study is clear in making the point that if the Department does not respond to agency resource constraints and does not address an existing management structure that is not conducive to managing ICEC resources in a setting where agency budgets and priorities change, the Department's ability to continue the ICEC process as it currently functions and to deliver the *World Agricultural Supply and Demand Estimates* report may be at risk.

3 CONTINUED NEED FOR MARKET INFORMATION

Tremendous technological advances are taking place in agricultural production, processing, marketing, communication, and transportation. No matter what the state of technology, an efficient, profitable, and sustainable agriculture sector still rests on the decisions made by millions of operators, managers, entrepreneurs, consumers, and

government officials. These decision makers need current, credible, and objective market information and forecasts pertaining to the state of agricultural markets. The Department has a clear responsibility to continually meet the market information needs of these millions of decision makers.

Maintaining the ICEC process enables the Department to meet its responsibilities through cross-agency involvement. The ICEC process allows the Department to focus its broad array of information and expertise and to speak objectively with one voice in providing market assessments. The ICEC process provides the information Department officials need to anticipate issues and to manage programs and budgets. Other government branches and departments depend on this information for an array of public policy decisions. And, through secure and timed release procedures, decision makers across the general public are assured of fair access to the latest market information and forecasts.

4 RECOMMITMENT AND DIRECTIVES

Given the importance of market analysis, and in light of the evidence that strains encountered by agency participants must be addressed, I am reaffirming the Department's commitment to maintaining the interagency process under authorities now delegated to the Chairperson of the WAOB through the Chief Economist.

Responsible officials are directed, as follows, to provide the necessary leadership and support to sustain the ICEC process:

a The Chief Economist shall implement appropriate Datatrac study recommendations along with other measures to assure continued viability of the ICEC process. It is paramount to adopt measures to use scarce agency resources effectively and efficiently. In this regard, the WAOB and the contributing agencies must share the responsibility to recognize and appropriately reward the contribution of the analysts involved in the ICEC process. The Chief Economist shall coordinate the development and implementation of a user-friendly, internet-based data and information system that provides a full range of commodity market analysis information for Departmental analysts and public customers. This includes marshaling the store of knowledge and resources available across the USDA-Land Grant University research and extension system. With the participating agencies, the Chief Economist shall lead an annual review and evaluation of the ICEC process and WAOB/agency cooperation. The Chief Economist shall also respond to agency requests for interim reviews in the event agency issues raise immediate concerns over effective management of the Departmental program.

b The Chairperson of the WAOB shall continue to exercise delegated authority to manage the ICEC process to provide consistent, timely estimates and forecasts of supply, utilization, and prices of agricultural commodities on a domestic and international basis. The Chairperson can expect the Administrators of the Agricultural Marketing Service, Economic Research Service, Foreign Agricultural Service, and Farm Service Agency to designate qualified representatives to be regular contributing members of the ICEC's and, as necessary, the Chairperson can call upon other Departmental agencies for specific information and analysis as needed to develop commodity forecasts. To facilitate the agency contributions, the Chairperson of the WAOB shall consult with agency representatives to establish the specific information and analysis each agency is expected to contribute to the ICEC process and collaborate with agency administrators to formally establish ICEC/Agency working relationships.

c The Administrator of the Agricultural Marketing Service (AMS) shall assign one or more analysts to each ICEC. AMS is uniquely positioned to closely monitor commodity markets as a result of being involved in standardization, grading, and market news services; commodity purchases for Federal food programs; oversight of marketing orders and agreements; administration of research and promotion programs; and assessing the U.S. and world transportation situation. AMS is expected to provide the ICEC's with interpretations of recent changes in prices and marketing arrangements, the relative importance of marketing methods, and transportation capacities and performance.

d The Administrator of the Economic Research Service (ERS) shall assign one or more analysts to each ICEC. ERS is the Department's independent economic research agency and has a long history of commodity market analysis. ERS is expected to provide the ICEC's with analytic support for domestic and international forecasts, especially factors affecting product demand and price discovery. ERS contributions will include commodity by commodity balance sheet summaries of acreage, yields, production, utilization, trade, stocks and prices. In order to help interpret and forecast commodity production, utilization, and trade in key countries and regions as identified by ICEC participants, ERS is expected to provide analysis of long-term economic trends in production, consumption, and trade and short-term analysis of aggregate global commodity supply, use, and price. ERS shall also provide the economic modeling framework necessary for developing long-term commodity baseline projections.

e The Administrator of the Farm Service Agency (FSA) shall assign one or more analysts to each ICEC. FSA supports U.S. producers through delivery of

commodity programs, farmer operating and emergency loans, land conservation programs, natural disaster programs, and domestic and foreign food assistance. FSA is expected to provide forecasting information to ICEC's regarding farm program provisions and operations including participation, government payments, all aspects of crop loan activity, and acreage in conservation programs and to collaborate on the determination of how these developments affect farmer decisions and commodity markets. FSA analysts shall provide important collaboration for domestic commodity forecasts and commodity by commodity insight into pricing patterns and market flows of commodities for the different end uses.

f The Administrator of the Foreign Agricultural Service (FAS) shall assign one or more analysts to each ICEC. Foreign markets have been an important component of U.S. agriculture's growth and are expected to be crucial for the future of a flourishing U.S. agriculture. FAS is charged with monitoring those markets and promoting U.S. products. FAS is expected to provide the ICEC's with country by country area, yield, production, stocks and utilization estimates, based on the assessments of the network of FAS agricultural officials posted world-wide, interpretation of remote sensing imagery, and other sources of information. FAS analysts will further provide the ICEC's with market insights and interpretations of trade problems, flows, and opportunities based on what can be learned from daily services and activities carried out to promote trade. FAS is also expected to contribute insights from its weekly export sales reporting program. FAS and ERS are directed to collaborate on developing and maintaining detailed, consistent trade data bases suitable for ICEC and other Departmental needs. ERS and FAS should also evaluate the benefits, costs, and feasibility of developing a single Departmental system for U.S. trade data.

g The Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) shall support the Chief Economist and Chairperson of the WAOB by facilitating collaboration among USDA and land grant universities. CSREES is responsible for the Department's ongoing, university-based, extramural research, extension and educational programs. Both USDA and the universities will benefit from greater collaboration among USDA and university-based market analysts for the purposes of sharing information, preparing analyses and disseminating results. Both parties also have a mutual interest in related research and in the education and training of market analysts.

5 EFFECTIVE DATE

The provisions of this Memorandum are effective immediately.

DAN GLICKMAN
Secretary

DEPARTMENT OF AGRICULTURE

WASHINGTON

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Secretary's File Room

November 3, 1942.

MEMORANDUM NO. 1045

Regular Hours of Duty Required on November 11, but not on November 26, 1942

Regular hours of duty will be required of employees of the Department of Agriculture both at Washington, D. C., and in the field service on Armistice Day, November 11, 1942, in view of the war. Thanksgiving Day, November 26, 1942, is a legal public holiday, and regular hours of duty will not be required of employees of the Department on that day.

The Director of Personnel will provide for the application of this order.

Claude R. Wickard

Secretary

PERSONNEL 11

DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO. 1045

Regular Hours of Duty Required on November 11, Armistice Day, and November 26, 1942

Regular hours of duty will be required of employees of the Department of Agriculture both at Washington, D. C., and in the field service on Armistice Day, November 11, 1942, in view of the war. Thanksgiving Day, November 26, 1942, is a legal public holiday, and regular hours of duty will not be required of employees of the Department on that day.

The Director of Personnel will provide for the application of this order.

Claude R. Wickard

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

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Secretary's File Room

November 4, 1942.

MEMORANDUM NO. 1046

Control Over Disposition of Livestock

Pursuant to the authority vested in the Secretary of Agriculture by Directive No. 11 of the War Production Board, issued on October 20, 1942,* the Agricultural Marketing Administration is hereby authorized, subject to the general direction of the Secretary of Agriculture, to perform the functions and exercise the power, authority, and discretion as set forth in said Directive No. 11, except that any order, directive, determination or other comparable legal instruments issued pursuant to Directive No. 11, shall be signed by the Secretary.

Claude R. Wickard

Secretary

* See reverse side

AUTHORIZATIONS

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DEPARTMENT OF AGRICULTURE
WASHINGTON

November 5, 1942

MEMORANDUM NO. 1047

Designation of Assistant to the Secretary
To Effectuate the Farm Labor Program of the Department

The problem of providing needed manpower for agriculture has increased in intensity during the 1942 crop year and promises to become more acute in the future. Farm production is dependent upon an adequate supply of farm labor. The several agencies of the Department have made important contributions in the farm labor field but the current and prospective situation calls for an intensification of our efforts. In order that every facility of the Department relating to farm labor may be brought to bear more directly upon the problem, I am appointing Mr. Lyle F. Watts, as Assistant to the Secretary and placing upon him certain responsibilities in the farm labor field.

Mr. Watts' assignment is to assist me in carrying out a farm labor program better designed to aid in the prosecution of the war through securing maximum production of agricultural products needed for the war effort, and in carrying out such responsibilities for wage stabilization as may be delegated to the Secretary of Agriculture.

I expect the several agencies of the Department dealing with farm labor to continue working on farm labor in their respective fields and I shall hold Mr. Watts responsible for seeing that this work of the Department is integrated into a comprehensive farm labor program and that such program is effectuated as rapidly as possible.

In order that the purposes of this memorandum may be accomplished I ask that the several bureaus, agencies, and offices of the Department dealing with farm labor, within the limits of their respective authorities and funds, cooperate fully with Mr. Watts by assisting him to develop, formulate, and effectuate the program; by furnishing him with information concerning the current and contemplated labor activities of such agencies; by complying with his requests for action regarding agricultural labor activities, and by conforming to the fullest extent with such labor programs as may be developed hereunder.

To the extent of any conflict between the provisions of this and any previous memoranda, the provisions of such previous memoranda are superseded.

Claude R. Wickard
Secretary

PERSONNEL

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To the extent of any conflict between the provisions of this and any previous memoranda, the provisions of such previous memoranda are superseded.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

November 11, 1942

MEMORANDUM NO. 1048

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To All Employees of the Department:

Employee Suggestions

From now until the end of the War we shall face serious shortage of things needed to forge our weapons on the scale which the President has ordered. That scale is a mammoth one, but the sooner we achieve it, the sooner the War will end and the fewer will be the lives which we, our Allies, and our enemies must sacrifice.

Concretely, this means that within the Department of Agriculture, we must perform our necessary tasks with fewer materials, machines, and supplies, less travel, and fewer employees. Every single instance in which we can discover a way to do the same job with less materials or fewer men will release resources for military use and to that extent will shorten the War. Every instance of waste, however small, will, to that degree, prolong the War. We must not assume we are doing our work in the best and most efficient way. By taking thought we can find almost endless ways of doing the same job with fewer facilities.

Experience in many quarters shows that when once a channel is opened to them, employees can contribute a great many sound ideas for improvement of administration and operations. Unfortunately, supervisors are usually too hard pressed by the round of daily work to call employees into conferences or work out means by which suggestions might be submitted and considered. I think that any official who honestly and sincerely calls for suggestions from the employees in his agency, who deals with the suggestions fairly and honorably, who shows his good faith by appropriate recognition and, above all, by putting into prompt operation all feasible improvements will be gratified by the results.

I believe the time has come when we should, by proper and systematic means, extend to all employees of the Department opportunity for fuller and more effective participation in the task of improving the administration of the Department. I am therefore directing the eight Administrators and the heads of the staff Offices to set up plans for receiving and considering employee suggestions. There are numerous ways by means of which this may be done, and the details will be left to each agency to work out. I am, however, establishing the following requirements:

PERSONNEL

1. Employees are to be informed that they may submit written suggestions, either signed or unsigned, at any time.

2. The head of each agency shall designate a person to whom suggestions are to be sent.

3. All signed suggestions must be acknowledged at once.

4. All suggestions must be examined promptly.

5. Feasible suggestions are to be put into effect as promptly as possible.

6. Suggestions which have merit but which would necessitate action by other agencies of the Department or other Federal agencies shall be referred to the Administrative Council, Office of the Secretary.

7. If a suggestion is not put into effect, the employee making it must be told the reasons.

8. Suggestions which are adopted must be recorded in the employees' official personnel folders and are to be considered, along with other pertinent facts, in connection with promotions and salary increases for meritorious service.

9. Each Administrator and the head of each staff Office shall, by the last day of each month, submit to the Administrative Council the suggestion made by a Washington employee which is deemed most valuable. The Council will in turn forward the suggestion it thinks most deserving of consideration to a committee established by the Editor of The Washington Post, which is offering a monthly prize of a $100 war bond to the Federal employee in Washington making the most constructive suggestion for the improvement of the Federal Service. Field employees are not eligible to participate under the terms of the Post contest.

10. Each Administrator and the head of each staff Office shall, by the last day of each month, report to the Administrative Council the best suggestion made by a field employee, together with the name of the employee.

There is an almost endless number of subjects on which suggestions might be made, ranging from elimination of unnecessary paper work to improvement of organization or programs. Probably the greatest possibilities lie in elimination of unnecessary procedures and improvement of methods used in daily work. There is, of course, an obligation on the part of employees to think through their suggestions very carefully. Employees must also understand that not all suggestions can be put into effect.

Legislative or other limitations may prevent adoption, as may other factors or circumstances of which the employee could not readily have knowledge.

In addition, agencies may wish to consider other possible methods of employee participation, such as the establishment of employee-supervisor committees or staff meetings within the subdivisions of agencies. I hope that the several agencies will experiment with methods of enlisting employee participation and will report their experience.

The success of any employee participation plan must in the last analysis depend upon supervisors. A suggestion made by an employee is evidence that the supervisor has established an atmosphere in which his employees are stimulated to have ideas and are not afraid to submit them--in short, that the supervisor is successful in one of the most important phases of his job.

Of course, we cannot cease operations in order to improve the Department's procedures, but I am convinced that, reasonably and fairly applied, the principle of employee participation can help very materially in winning the War and at the same time can offer one further demonstration of the rightness and workability of democratic principles.

Claude R. Wickard

Secretary

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Original used for multilithing rc

Req. 3625

DEPARTMENT OF AGRICULTURE

WASHINGTON

February 25, 1946

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PLE... TO
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U.S.D.A.

MEMORANDUM NO. 1048 REVISION 1

Employees Suggestions

I recognize that if the Department is to be a strong and efficient organization there must be a steady flow of suggestions and ideas from the employees for improving the methods of doing our work. Ever since the Department was established, it has urged employees to constantly examine, re-examine, and improve their organization, procedures, and operating methods, and from it the Department has earned a good reputation for economical and efficient management.

Much good work has been done. There is, however, room for much more to be done in the reconversion period we are just now entering. Further economies can be effected, and dislocations can be avoided, if each of us exerts even greater effort to effect improvements in our own jobs and in the operation and administration of our agencies' activities. Right now and in the next few years ahead Congress and the taxpayers of the country are expecting us to effect even greater economies and to reduce operating overhead to a minimum. Only through the cooperation and participation of every one of us can this be done.

Basic principles for operation of the most effective suggestion systems have been set forth in "Putting Employees' Ideas to Work," a booklet recently distributed to agency heads and their administrative officers. It is my desire that each agency shall have in operation a suggestion system based upon the principles outlined in this booklet.

Every employee of every organization of the Department should be informed that he is entitled to and invited to submit suggestions at any time on any subject he feels will improve the operation or administration of any of the activities of the Department. (See the Booklet "What's Your Suggestion?", February, 1946.) Suggestions which are beyond the scope of bureau authority and require action at the departmental level or by agencies outside the Department should be sent by the bureau to my office. They will be handled as a part of the Management Improvement and Manpower Utilization Program. The Offices of Personnel and Budget and Finance will continue to work with the bureau through Key Management Representatives.

I am vitally interested in the success of this essential part of our Management Improvement and Manpower Utilization Program. In order that I may keep directly in touch with developments, I shall inquire from time to time as to problems faced as well as progress that we as a department are making.

Secretary's Memorandum No. 1048 issued November 11, 1942, is hereby superseded.

Secretary

PERSONNEL 1-5

DEPARTMENT OF AGRICULTURE

WASHINGTON

SECRETARY'S MEMORANDUM NO. 1048

Employees Suggestions

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I am vitally interested in the success of this essential part of our Management Improvement and Manpower Utilization Program. In order that I may keep directly in touch with developments, I shall instruct your Bureau to file as to problems found as well as progress that we as a department are making.

Secretary's Memorandum No. 1048 issued November 11, 1942, is hereby superseded.

Secretary

Reg. 3552

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

November 7, 1947.

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PLEASE RETURN TO
SECRETARY'S RECORDS
U.S.D.A.

TO ALL EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

MEMORANDUM NO. 1048, REVISION 2

Cash Awards for Employee Suggestions

1. Memorandum No. 1048, dated November 11, 1942, provided for the establishment of formal channels for employee suggestions on a Department-wide basis. Prior to that time, several agencies of the Department had programs of their own. These programs merely formalized what had been going on since the establishment of the Department and its constituent agencies. The Department has always encouraged employees to offer constructive criticism and suggestions which might result in more efficient or economical administration or in better service to the public. Altogether thousands of suggestions have been received formally and informally. Many improvements have been made--some recorded, others not. Some of the improvements have been relatively minor in scope--others so important as to affect the whole Department. Added together the results have been of major importance.

2. Now we have an additional incentive which should stimulate all of us to even greater effort. Congress has authorized the payment of cash awards for meritorious suggestions which result in more efficient or more economical administration. The President has prescribed regulations (Executive Order 9817) in accordance with the law (Section 14, Public Law 600 - 79th Congress) to guide our operations.

3. Cash awards under our Employee Suggestion Program will be administered as follows.

4. ELIGIBILITY AND PARTICIPATION. a. All Employees. Any employee of the Department who makes a suggestion which is adopted for use in the Department on or after August 2, 1946, and which has resulted or will result in improvement or economy in the operations of an individual agency or of the Department as a whole by way of monetary savings, increased efficiency, conservation of property, improved employee working conditions, better service to the public, or otherwise, shall be eligible for consideration for a cash award. A former employee (or his estate) is also eligible for awards for suggestions made while in the service of the Department. All Department employees, supervisory and nonsupervisory, are eligible to participate in the suggestion program.

b. Exceptions. The Act states that no award shall be paid to any employee for any suggestion which represents a part of the normal requirements of the duties of his position. Accordingly, employees will not be paid cash

PERSONNEL 1-3

awards for suggestions which may normally be expected in connection with projects, subjects, or specific problems assigned to the suggestor, or for any other situations which are in line of the regular duty of the employee.

5. SUGGESTION AWARDS BOARD. a. Members. In order to insure prompt determination and payment of awards I am hereby establishing a Suggestion Awards Board. The Board shall consist of the following members:

W. A. Minor, Office of the Secretary, Chairman
N. R. Bear, Office of Personnel
R. W. Herder, PMA
E. W. Loveridge, Forest Service
Wm. S. Harris will serve as Executive Secretary

B. T. Shaw, ARA
Harold A. Stone, B&F
A.B. Thatcher, P&O

b. Tenure. The members of the Board shall be annually appointed by the Secretary.

c. Functions of the Board. The Board shall develop standards for awards and procedures to be carried out by the agencies under delegated authority to make awards. Suggestions for which an award of $25.00 or less is recommended will be cleared with the Executive Secretary of the Board for form and adequacy of funds within the Department's limitation. The agency will be notified by the Executive Secretary of such clearance within 5 days of receipt of the recommendation, but no awards or announcements of proposed awards shall be made prior to such clearance. A suggestion for which a proposal is made for an award exceeding $25.00 will be evaluated by the Board. The Board will determine the amount of such award and notify the agency. The Board shall apportion or otherwise control distribution of the over-all Departmental limitation on funds among agencies; insure that the total of awards paid during any fiscal year shall not exceed the limitation; supervise the operations of the program under delegated authority; reevaluate adopted suggestions; request agency reports as necessary and prepare such Departmental reports as are required by the Executive order. At such time as the experience with the program justifies, the Board may allot a portion of the fund limitation to any agency and waive the requirement of clearance of awards of $25.00 or less with the Executive Secretary. The Board may also recommend to the Secretary appropriate increase in the maximum amount of award to be made under delegated authority.

d. Requests for Expert Assistance. The Board may, as necessary, call upon experts in the Department for advice and assistance in evaluating suggestions.

6. SUGGESTION AWARDS COMMITTEES. Each agency shall have a Suggestion Awards Committee appointed by the head of each agency.

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W. A. Wilmot, Office of the Secretary, Chairman
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H. W. Herder, FHA
L. W. Loveridge, Forest Service
Wm. S. Harris will serve as Executive Secretary

B. T. Shaw, ARA
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6. SUGGESTION AWARDS COMMITTEES. Each agency shall have a Suggestion Awards Committee appointed by the head of each agency.

a. Members. An agency committee shall be composed of not less than three nor more than seven members, the majority of whom are expert in one or more of the technical or professional fields typical of the agency; and the chairman shall be the Key Management Representative.

b. Tenure. The head of each agency shall determine the tenure of each of the members he appoints.

c. Functions of Agency Committees. The agency committee, under the leadership of the agency head and under the general Departmental policies established by the Suggestion Awards Board, shall administer the agency program. It shall be responsible for evaluating all suggestions originating in the agency, determining the amount of award when the amount does not exceed $25.00 and recommending, based on its appraisal, the amount of proposed awards in excess of $25.00. The chairman of the committee shall notify the Suggestion Awards Board of the committee membership and of changes in such membership. It shall be responsible for preparing reports as required by the Board.

7. SUBMISSION OF SUGGESTIONS. a. By Employees.

(1) Use of Existing Channels. Employees will continue to submit their suggestions through regular agency suggestion system channels.

(2) Form. Suggestions shall be submitted in writing, preferably on Form AD-287, Work Improvement Proposal. Employees will recognize that well-thought-out ideas, clearly and legibly presented, and with concise, but reasonably complete indication of their practical application, will aid in the consideration of their proposals.

(3) Date of Receipt. Each suggestion shall be dated the day it is received by the employee's supervisor, or other officer designated by the agency to receive suggestions.

b. By Agency Committees to Awards Board.

(1) Certification. All submissions to the Board (including those for clearance under delegated authority) for which a cash award is recommended shall be accompanied by a certification that:

(a) The suggestion has been adopted for use;

(b) The suggestion does not represent a part of the normal requirements of the duties of the suggestor's position; and

(c) Funds are available for payment of the award.

(2) Appraisal Report. In addition, each submission (including those for clearance under delegated authority) shall be accompanied by an appraisal report describing the value of the suggestion (in monetary terms where possible), scope of usefulness, eligibility for award, a

statement as to the appropriation(s) from which payment will be made, and any other pertinent information that will help the Board to a correct evaluation and action on the suggestion. Specific recommendation as to the amount of award should be made when the consideration will be in excess of $25.00. (The amount of an award to be made under delegated authority should be indicated at time of clearance.) In instances where two or more persons are to share the award, the agency shall recommend the proportion of the award to be paid to each.

(3) Report of Other Suggestions. Agencies shall submit to the Board a summary report briefly describing suggestions that are adopted for use, that are eligible for award under paragraph 4 above, and that have been considered by the agency committee, but for which no award has been recommended or made. Meritorious suggestions that an agency:

(a) Does not adopt but that may be useful elsewhere; or

(b) Desires to adopt but lacks authority to do so

may be sent to the Board for referral to officials of the Management Improvement and Manpower Utilization Program.

(4) Copies. Certifications, appraisal reports, summary reports, and any transmittal memoranda shall be submitted in duplicate.

8. AWARDS. a. Amount of Awards. In the case of suggestions that are adopted solely or primarily because they result in the saving of money, the amount of the award shall be based on the amount of the annual estimated saving in the first year of operation. Suggestions that are not measurable by the saving of money will be evaluated by the Board taking into account agency recommendations. Amount of awards shall be determined in accordance with the provisions of Executive Order 9817. No single award shall be for less than $10.00 nor more than $1,000.00.

b. Payment. Cash awards shall be paid from the appropriation for the activity primarily benefiting, or the payment may be distributed among appropriations when more than one activity benefits or the benefited activity involves more than one appropriation. When necessary to pay an award from appropriations of different agencies, arrangements may be made between such agencies for payment of the total award from the appropriation from which the employee's salary is regularly paid, subject to reimbursement from the appropriations of the other benefiting agencies. Where more than one agency is involved, the submission to the Board shall include a copy of the agreed arrangements, including the proportionate part of the cash award to be paid by each agency. This procedure will be followed unless other arrangements are directed by the Board.

c. Statement for Employee's Personnel Folder. A statement shall be filed in the employee's personnel folder signifying that his suggestion has

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c. Statement for Employee's Personnel Folder. A statement shall be filed in the employee's personnel folder signifying that his suggestion has

~~his suggestion has~~ been adopted for use, evaluated for award, and that payment has been made.

d. Limitation Period. No award shall be paid to any employee for any suggestion which is not adopted for use within 5 years from the date the suggestion was received.

e. Dual Recognition. No suggestion shall be used as the basis for both a cash award and for an in-grade promotion for superior accomplishment.

f. Claims Based on Suggestions That Qualify for Awards. A cash award shall be in addition to the regular compensation of the employee and the acceptance shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature on the United States by him, his heirs, or assigns.

9. RELATIONSHIP TO THE MANAGEMENT IMPROVEMENT AND MANPOWER UTILIZATION PROGRAM. Mr. W. A. Minor, Assistant to the Secretary, the Director of Personnel, and the Director of Finance will continue to be responsible for promotion of suggestion systems under their general responsibility for the Management Improvement and Manpower Utilization Program. Each Key Management Representative will be responsible for leadership in suggestion system operations in his agency.

The Office of Personnel and the Office of Budget and Finance will continue to collaborate in investigating the feasibility of suggestions referred to them by the Executive Secretary of the Board that require action beyond the authority of an agency before adoption. They will also follow through on all suggestions that require action beyond the authority of the Department.

In order that employees may feel assured that their suggestions will be given full consideration, I am asking each agency head to examine again the suggestion system in operation in his agency. In general, suggestion system programs should be in conformance with the recommendations made by me on September 18, 1945, in the booklet entitled "Putting Employee Ideas to Work."

Secretary's Memorandum No. 1048, Revision 1, is hereby rescinded.

A copy of Executive Order 9817 and Section 14 of Public Law 600 - 79th Congress are attached.

Secretary

Secretary

EXECUTIVE ORDER 9817

REGULATIONS GOVERNING AWARDS TO FEDERAL EMPLOYEES FOR MERITORIOUS SUGGESTIONS AND FOR EXCEPTIONAL OR MERITORIOUS SERVICE

By virtue of and pursuant to the authority vested in me by section 14 of the act of August 2, 1946 (Public Law 600, 79th Congress), I hereby prescribe the following rules and regulations governing the payment of awards for meritorious suggestions of civilian officers and employees and for the incurring of expenses for honorary recognition of exceptional or meritorious service:

Section 1. Any civilian officer or employee of a department (as the word "department" is defined in section 18 of the said act of August 2, 1946) who makes a suggestion, in such form and manner as his department shall require, which is adopted for use in the department on or after August 2, 1946, and, in the judgment of the department head or other duly authorized authority in the department, has resulted or will result in improvement or economy in the operations of the department by way of monetary savings, increased efficiency, conservation of property, improved employee-working conditions, better service to the public, or otherwise, shall be eligible for consideration for a cash award. A former civilian officer or employee (or his estate) shall be similarly eligible for awards for such suggestions made while in the service of the department.

Section 2. Whenever a suggestion is determined to be meritorious and is adopted solely or primarily because it will result or has resulted in the saving of money, the amount of the award shall be based on the amount of the annual estimated saving in the first year of operation in accordance with the following table, unless for special reasons the head of the department shall determine, subject to the limitations prescribed in the said act, that a different amount is justified:

savings	Awards
$1 - $1,000	$10 for each $200 of savings with a minimum of $10 for any adopted suggestion.
$1,000 - $10,000	$50 for the first $1,000 of savings, and $25 for each additional $1,000 of savings.
$10,000 - $100,000	$275 for the first $10,000 of savings, and $50 for each additional $10,000 of savings.
$100,000 or more	$725 for the first $100,000 of savings, and $100 for each additional $100,000 of savings; provided that (with the exception of the War and Navy Departments) the maximum award for any one suggestion shall not exceed $1,000.

Section 3. When a suggestion is adopted primarily upon the basis of improvement in the operations or services of the department, the department shall determine the amount of the award commensurate with the benefits anticipated from the suggestion. Whenever the head of a department believes that a suggestion he has adopted would benefit the Government service generally, he may report it to the Director of the Bureau of the Budget for dissemination to all departments.

Section 4. At the end of each fiscal year each department shall report to the Director of the Bureau of the Budget the number of employee suggestions submitted, the number of such suggestions adopted, the total amount o

gestions submitted, the number of such suggestions adopted, the total amount of cash awards, and the total amount of estimated annual savings.

Section 5. A department may provide for the purchase and award of appropriate certificates, medals, or other emblems, in honorary recognition of service which is determined by the head of the department to be exceptional or meritorious.

Section 6. No award shall be paid for any suggestion which is not adopted for use within five years from the date the suggestion is received by the department. Any department may, in its discretion, change the designated period of five years to a less period of time.

Section 7. No award shall be paid to any officer or employee for any suggestion which represents a part of the normal requirements of the duties of his position.

Section 8. The total of cash awards paid during any fiscal year in any department (except the War and Navy Departments) shall not exceed $25,000. Cash awards and expenses for honorary recognition for exceptional or meritorious service may be paid from the appropriation for the activity primarily benefiting or may be distributed among appropriations for activities benefiting as the head of the department determines.

Section 9. A cash award shall be in addition to the regular compensation of the recipient, and the acceptance of such cash award shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States by him, his heirs, or assigns.

Section 10. This order shall be effective as of August 2, 1946, and shall be published in the Federal Register.

HARRY S. TRUMAN

THE WHITE HOUSE
December 31, 1946

SECTION 14, PUBLIC LAW 600 - 79th CONGRESS, APPROVED AUGUST 2, 1946

Sec. 14. The head of each department is authorized, under such rules and regulations as the President may prescribe, to pay cash awards to civilian officers and employees (or to their estates) who make meritorious suggestions which will result in improvement or economy in the operations of his department and which have been adopted for use and to incur necessary expenses for the honorary recognition of exceptional or meritorious service: Provided, That no award shall be paid to any officer or employee for any suggestion which represents a part of the normal requirements of the duties of his position. With the exception of the War and Navy Departments, the amount of any one award shall not exceed $1,000 and the total of cash awards paid during any fiscal year in any department shall not exceed $25,000. Payments may be made from the appropriation for the activity primarily benefiting or may be distributed among appropriations for activitées benefiting as the head of the department determines. A cash award shall be in addition to the regular compensation of the recipient and the acceptance of such cash award shall constitute an agreement that the use by the United States of the suggestion for which the award is made shall not form the basis of a further claim of any nature upon the United States

by him, his heirs or assigns.

All other Acts or parts of Acts in conflict with the provisions of this section are hereby repealed.

by him, his heirs or assigns.

All other Acts or parts of Acts in conflict with the provisions of this section are hereby repealed.

Reg. 3570

DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

FILED
FEB 18
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

February 16, 1948.

MEMORANDUM NO. 1048, REVISION 2, SUPPLEMENT 1

Change in Limitation Period for
Employee Suggestions

Paragraph 8d is amended to read as follows:

d. Limitation Period. No award shall be paid to any employee for any suggestion which is not adopted for use within 2 years from the date the suggestion was received, unless the time is extended by the agency before the expiration of a 2-year period or the suggestion is resubmitted by the employee at the expiration of a 2-year period, provided that the total period shall not exceed 5 years from the date of original submission.

Secretary

FOR VICTORY
BUY
UNITED
STATES
WAR
BONDS
AND
STAMPS

PERSONNEL 1-1

DEPARTMENT OF AGRICULTURE

WASHINGTON

November 14, 1942.

MEMORANDUM NO. 1049

Regular Hours of Duty Not Required on December 25, 1942, but Required on January 1, 1943

Regular hours of duty will not be required of employees of the Department of Agriculture on Christmas Day, December 25, 1942. However, regular hours of duty will be required of employees of the Department both at Washington, D. C., and in the field service on New Year's Day, January 1, 1943.

Grover B. Hill

Assistant Secretary

PERSONNEL 11

DEPARTMENT OF AGRICULTURE
WASHINGTON

November 14, 1942

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Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Please return to the Secretary's File Room

November 19, 1942

MEMORANDUM NO. 1050

Improvement of Procedures

In Memorandum No. 976 of February 7, 1942, on the subject of forms, I said:

> "In the present emergency we are under especial obligation to operate as efficiently as we possibly can, ... We cannot, of course, cease or hinder operations in order to improve forms and procedures. Very often, however, we can save time and materials by stopping to ask ourselves whether we are using the best possible methods. I request every agency to give serious consideration to the elimination not merely of unnecessary forms but of unnecessary procedures in general."

The results of form surveys which have been made by the agencies of the Department have been very gratifying and have shown that substantial savings can be made. The possible savings, necessarily somewhat limited in the case of improvement of forms, is obviously very much greater in the case of operating procedures. In many cases where surveys of procedures have been made, it has proved possible to make savings amounting to very substantial percentages of operating costs. Rather frequently it is found that certain procedures can be completely eliminated.

As shortage of personnel becomes more and more acute, and in pursuance of the Department's obligation to contribute every possible resource to the nation's war-time efforts, it is necessary to give further attention to the improvement of procedures. I am therefore issuing the following instructions:

1. Each of the eight Administrators and the head of each staff Office shall designate one official who shall be responsible for supervising surveys of operating procedures within the Administration or Office.

2. Each Administration and Office shall, as promptly as possible -- although this will necessarily take considerable time -- survey operating procedures employed in its constituent parts, for the purpose of eliminating unnecessary procedures and simplifying and improving the rest. Both administrative activities and program operations are to be included. Such surveys are to get down to the work of individual employees.

ORGANIZATION 1

3. The Director of Personnel will be responsible for seeing that employees whose positions are abolished as a result of improvements in administration are in every possible instance placed in other positions where their services are needed.

4. The Administrative Council will be responsible for reviewing the work of the Administrations and staff Offices under this Memorandum and for advising and assisting them. They shall report to the Council, at such times and such detail as it may request, what is being done under the foregoing instructions. To assist it, the Council may establish such committees or utilize such existing committees as it sees fit.

Claude R. Wickard

Secretary

5. The Director of Personnel will be responsible for seeing that employees whose positions are abolished, as a result of improvements in administration are in every possible instance placed in other positions where their services are needed.

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Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 21, 1993

SECRETARY'S MEMORANDUM 1050-1

United States Holocaust Memorial Museum and the Annual Commemoration of the Days of Remembrance

The United States Holocaust Memorial Museum, a Federal Museum built with private donations, stands among this nation's monuments and memorials in Washington, DC, as a witness to the experience of all victims of Nazi fanaticism. Designed specifically for a diverse general public, the museum will inform its visitors about this watershed event in human history and explicate its implications for our lives in a pluralistic, democratic society.

The United States Holocaust Memorial Council, the Presidential and Congressional body responsible for the construction and operation of the national museum, was mandated by a unanimous Congress in 1980 (PL 96-388) to lead the nation in annual commemorations of the victims of the Holocaust, known as Days of Remembrance. Millions of Americans, both at home and abroad, especially our military forces who liberated many of the thousands of Nazi camps, will pause to remember from Sunday, April 18 through Sunday, April 26. Through the observance theme, "Fifty Years Ago: Revolt Amid the Darkness," we recall the events of 1943 when the Allies stormed southern Italy and exacted its unconditional surrender; when the world witnessed the Warsaw Ghetto uprising, but offered no assistance. It was also the year when the Danish people came to the rescue of their threatened population with the help of their Swedish neighbors.

We are once again witnessing stirrings of the kind of ethnic conflict that engulfed the world only a half century ago. These Days of Remembrance will provide us with an opportunity to review our history and to examine the moral implications of the choices we make as individuals and as societies. As President Bill Clinton said on the Day of Remembrance in 1992: "'Never Again'...is an admonition for daily living for all of us;...a heavy responsibility we have, each in our own way, every day, to try unity over division, love over hatred."

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OPI: OAE

April 21, 1993

Let us join the United States Holocaust Council in commemorating the Days of Remembrance of the victims of the Holocaust.

Mike Espy
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

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Please return to the
Secretary's File Room

November 20, 1942

MEMORANDUM NO. 1051

United States Representative on Governing Commissions for Latin American Experiment Stations

In order to provide appropriate integration of programs of the Latin American experiment stations which have been established under agreements with El Salvador, Ecuador, Nicaragua, and Peru, provision has been made in each case for a bilateral governing commission, with one representative from the United States and one representative from the other country concerned.

I am appointing Dr. Ross E. Moore, Assistant Director, Office of Foreign Agricultural Relations, as the United States representative on each of the above-mentioned commissions.

Grover B. Hill

Assistant Secretary

PERSONNEL 19

MEMORANDUM NO. 1051

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for Latin American Experiment Stations

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Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

October 21, 1981

SECRETARY'S MEMORANDUM 1051-1

New Full-Time Family Farmer and Rancher Development Project

1 PURPOSE

The purpose of this memorandum is to inform agency heads of a project designed to bring the full field force of USDA personnel and programs into a coordinated effort to develop a continuing and reliable supply of full-time commercial family farmers and ranchers.

I expect full cooperation on the part of USDA agencies at all levels of operation, especially in the counties, in the initiation and administration of the project.

New farmers and ranchers are needed to replace the retiring generation and other agricultural producers who discontinue their operations. The project will assist part-time and beginning family farmers and ranchers who indicate the desire and demonstrate the ability to be successful full-time operators. Our aim is to ensure that the full array of USDA and other private and public resources are made available to participants in the project. In other words, we want new full-time farmers and ranchers to get off to the right start by preparing sound management plans, consulting with local public and private agriculture and forestry experts, and responding to annual reviews of progress by local Development Committees. It is expected that program participants who initially receive credit through the Farmers Home Administration will move on to the Farm Credit System or local commercial credit within 5 to 10 years.

The project will initially be field tested during fiscal year 1982 in 81 selected counties from the following 10 States:

Illinois	North Carolina
Minnesota	North Dakota
Mississippi	Oregon
Missouri	Pennsylvania
Nebraska	Texas

The success of this project in the 10 pilot States will be evaluated after one year's operation, and needed adjustments will be made. The project will then be extended nationwide in fiscal year 1983.

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2 LOCAL MANAGEMENT OF THE PROJECT

New Full-Time Farmer and Rancher Development Committees will be established in each of the pilot counties. These committees will receive recommendations of candidates for the project, review their proposals, evaluate their resources, and assist them in the preparation of annual and long-range farm or ranch plans. Members of the local (county) Development Committee will be farmers and ranchers currently serving on committees or in some other manner assisting in the local administration of programs of the Agricultural Stabilization and Conservation Service, Cooperative Extension Service, Farmers Home Administration, Federal Crop Insurance Corporation, Forest Service, and Soil Conservation Service. Local professionals employed by or representing each of the USDA agencies will assist the new farmers and ranchers and the Development Committees.

The local Development Committees will also include private sector representation from farm and forestry organizations, farm lending institutions, vocational agriculture, Future Farmers of America, and other groups as determined locally.

The local Development Committees will recruit volunteers from knowledgeable active and retired farmers and ranchers who will act as guidance counselors and provide direct, on-site farm or ranch management assistance to each farmer and rancher participating in the project.

3 NATIONAL AND STATE OVERSIGHT

This project is under the leadership and direction of the Under Secretary for Small Community and Rural Development. A national office working group composed of representatives of the participating USDA agencies is providing coordination and support.

I expect that, in the 10 pilot states, USDA State Rural Development Committees will take an active interest in assuring full participation and coordination by USDA personnel in the pilot counties. Furthermore, I expect the State Rural Development Committees to work closely with Governors' Rural Development Councils (in those States where they are in operation) to help ensure participation of appropriate agencies of State government. The State Committees' recommendations will be expected for the year-end evaluation of the pilot project that will be the responsibility of the national level working group.

John R Block

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 23, 1982

SECRETARY'S MEMORANDUM 1051-2

Improving Communications Among USDA Overseas Personnel

1 BACKGROUND

The Department's overseas activities are increasingly being recognized for their important contributions to the trade, development, and stability of many countries of the world, as well as to the prosperity and well-being of our Nation's citizens. The diversity of these activities truly reflects the entire scope of USDA's responsibilities and capabilities. By their very nature, our activities are a positive force in the world and represent the strengths, values, traditions, and talents of the American agricultural community.

It is important that the visibility of USDA's overseas activities be increased and that our accomplishments and contributions be communicated in the host country. It is essential that our activities be seen as contributing to the entire U.S. representation and country team effort for which the U.S. Chief of Mission is responsible. On most agricultural matters, the Chief of Mission turns to the Agricultural Counselor or Attache for information.

2 AGRICULTURAL COUNSELOR/ATTACHE OFFICE ROLE

I want to reemphasize our policy that the Agricultural Counselor or Attache serves as the Secretary's representative and Chief of Mission's principal representative and coordinator for in-country agricultural matters for which USDA has primary responsibility. This policy should not conflict in any way with current USDA agency responsibilities or lines of authority, but agencies should advise personnel traveling or assigned overseas of this policy so that they can act accordingly. As a general rule, the Agricultural Counselor/Attache office should be kept fully informed regarding all substantive aspects of any official USDA activity in the country(ies) assigned. This would include making all arrangements for contact with host government officials through his/her office and keeping the office informed regarding

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OPI: FAS

any other official business activities by providing copies of all correspondence and reports related thereto. The Agriculture Travel Regulations, DM 2300-1, Chapter 1, Part 13, provides specific instructions on the Department's policy governing official travel in foreign countries.

3 USDA/WASHINGTON COORDINATION

The central coordinating point for all official contact with the USDA/Foreign Agricultural Service (FAS) global network of Agricultural Counselors and Attaches is through the respective area officers in the Office of the Assistant Administrator for Foreign Agricultural Affairs in FAS. This should be the first contact point for any USDA employee traveling overseas on official business. All communications to the field should be cleared through the Area Officer with copies for him, as appropriate. A current list of FAS posts by country and area, including the phone and room number of the Area Officer, is attached. Each agency should also keep FAS currently advised of its central coordinating office or contact point for all overseas activities and/or official travel.

4 OVERSEAS COORDINATION

In addition, it is essential that each USDA agency examine the content, form, and frequency of communications between its overseas personnel and the U.S. Mission's Agricultural Counselor or Attache. All USDA agencies sponsoring, managing, or assisting overseas activities should instruct their people serving overseas to initiate and maintain frequent and informative contact with the Agricultural Counselor or Attache in the area(s) where agency personnel are assigned. This would include the furnishing of copies of appropriate documents, submission of summary reports on a periodic basis, visits to the office and/or attendance at staff meetings if in the same city, etc.

For their part, the Agricultural Counselors and Attaches will increase their efforts to establish and maintain regular contact with USDA personnel in their areas, improve their understanding of USDA-sponsored and -assisted activities, and provide appropriate assistance as well as information about Mission objectives and activities. They will also keep the Ambassador and other interested parties in the Embassy informed of the other USDA activities in the host country, as appropriate.

John R Block

Secretary of Agriculture

Attachment

August 23, 1982

FOREIGN AGRICULTURAL SERVICE SM 1051-2
LIST OF OVERSEAS POSTS BY COUNTRY AND AREA

AREA I -- EUROPE (26)

NON-EC (12) Robert McConnell/AO 447-2144, Rm. 5080-S

Austria, Vienna
German Democratic Republic, Berlin
Poland, Warsaw
Poland, Warsaw ATO
Portugal, Lisbon
Romania, Bucharest
Spain, Madrid
Sweden, Stockholm
Switzerland, Bern
Switzerland, Geneva
USSR, Moscow
Yugoslavia, Belgrade

EC (14) - Norman Pettipaw/AO 447-6083, Rm. 5080-S

Belgium, Brussels
Belgium, USEC Brussels
Denmark, Copenhagen

England, London
France, Paris
Germany (Fed. Rep. of), Bonn
Germany (Fed. Rep. of), Hamburg ATO*
Greece, Athens
Ireland, Dublin
Italy, Rome
Italy, Rome (Food & Agric. Agencies)
Italy, Milan
Netherlands, The Hague
Norway, Oslo

AREA II -- WESTERN HEMISPHERE (16)

James Brock/AO, 447-2690, Rm. 5098-S

CARIBBEAN (1)
Dominican Republic, Santo Domingo

CENTRAL AMERICA (2)
Costa Rica, San Jose
Guatemala, Guatemala

NORTH AMERICA (2)
Canada, Ottawa
Mexico, Mexico City

SOUTH AMERICA (11)
Argentina, Buenos Aires
Brazil, Brasilia
Brazil, Rio de Janeiro
Brazil, Sao Paulo
Chile, Santiago
Colombia, Bogota
Ecuador, Quito
Peru, Lima
Uruguay, Montevideo
Venezuela, Caracas
Venezuela, Caracas ATO*

AREA III -- NEAR EAST, SOUTH ASIA AND AFRICA (16)

John DeCourcy/AO, 447-6472, Rm. 5088-S

NEAR EAST (6)
Bahrain, Manama ATO*
Egypt, Cairo
Israel, Tel Aviv
Lebanon, Beirut
Syria, Damascus
Turkey, Ankara

SOUTH ASIA (3)
Bangladesh, Dacca
India, New Delhi
Pakistan, Islamabad

AFRICA (7)
Ivory Coast, Abidjan
Kenya, Nairobi
Morocco, Rabat
Nigeria, Lagos
Nigeria, Lagos ATO*
South Africa, Pretoria
Tunisia, Tunis ATO*

AREA IV -- EAST ASIA AND PACIFIC (13)

Cline J. Warren/AO, 447-7053, Rm. 5098-S

EAST ASIA (10)
China, Beijing
China, Beijing ATO*
Hong Kong
Indonesia, Jakarta
Japan, Tokyo
Korea, Seoul
Malaysia, Kuala Lumpur
Philippines, Manila

EAST ASIA - Cont'd
Singapore, Singapore ATO*
Taiwan, Taipei/AIT
Thailand, Bangkok

PACIFIC (2)
Australia, Canberra
New Zealand, Wellington

*Agricultural Trade Office only,

FAS/FAA·7/9/82

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

August 30, 1982

SECRETARY'S MEMORANDUM 1030-5

Responsibility for Title III of the Federal Seed Act

1 BACKGROUND AND PURPOSE

Title III of the Federal Seed Act regulates the movement of foreign seeds into the United States. Its major objective is to prevent the entry of seeds containing noxious weeds or seeds that do not meet purity and germination requirements. Currently, there are two agencies in the U.S. Department of Agriculture (USDA) that have the responsibility of dealing with noxious weeds in imported commodities. To facilitate the movement of imported seed into the United States, I am consolidating this responsibility into one Agency. I am, therefore, transferring the responsibility for administering Title III of the Federal Seed Act, as well as Title IV of the Act as it relates to activities under Title III, now under the administration of the Agricultural Marketing Service (AMS) to the Animal and Plant Health Inspection Service (APHIS) which has the responsibility for plant pest regulatory programs, including the Federal Noxious Weed Act within USDA.

2 CHANGE ORDERED

All those functions, authorizations, and responsibilities currently delegated to or exercised by or through the Administrator of AMS, as described in paragraph 3 below, are ordered transferred to the Administrator, APHIS, together with such personnel, funds, ceilings, space, equipment, property, records, and other resources as are available for the effective performance of these activities.

3 FUNCTIONS, AUTHORITIES, AND RESPONSIBILITIES INVOLVED

Title III (and Title IV to the extent that it relates to activities under Title III), of the Federal Seed Act (as amended, 7 U.S.C 1581-1611).

4 IMPLEMENTATION

The implementation of the ordered changes shall begin October 1, 1982. The Administrators of APHIS and AMS shall take such actions as are necessary to see that the ordered changes are implemented in an expeditious manner in conformance with paragraph 7 of this memorandum.

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5 INCIDENTAL TRANSFERS

The Assistant Secretary for Administration and the Director, Office of Budget, Program and Analysis, are authorized to approve such transfers of funds, personnel, employment, authority, space, records, property, and incidentals as may be necessary to implement the provisions of this memorandum.

6 EXISTING DIRECTIVES

Prior delegations of authority, administrative regulations, and other directives not inconsistent with the provisions of this memorandum remain in full force and effect.

7 EFFECTIVE DATE

The changes ordered by this memorandum shall be effective October 1, 1982, and this memorandum shall remain in effect for 90 days.

John R Block

Secretary of Agriculture

September 15, 1982

SM 5000-1

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON, D.C. 20503

AUG 4 1982

APPENDIX A

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

FROM: DAVID A. STOCKMAN
DIRECTOR

SUBJECT: Reducing and Controlling Wasteful Year-end Spending

The fight against fraud and waste in Federal programs is a top priority of this Administration; there is simply no excuse for wasting the taxpayer's dollars. We must move aggressively to prevent wasteful year-end spending by Federal officials who obligate funds simply so that the funds will not be reported as unobligated or lapse at the end of the fiscal year. Since we are in the final quarter of fiscal year 1982, please give special attention to preventing this potential problem in your agency. Your personal attention is necessary because the only effective way to eliminate this type of waste is vigorous management attention that is supported by strong audit, investigation, and enforcement programs.

I have asked the Administrator of the Office of Federal Procurement Policy to assist you by providing guidance on ways to prevent wasteful and unnecessary year-end procurement. Also, the agency Inspectors General and the President's Council on Integrity and Efficiency are available to provide advice on ways to prevent specific types of wasteful year-end spending, as well as effective audit, investigation, and enforcement methods.

I ask that you issue instructions to your staff to insure that:

-- Obligations of funds provided by 1982 supplemental appropriations are made only in an efficient and effective manner. Funds that are provided too late to be used efficiently and effectively should not be obligated.

-- Obligations for the fourth quarter of the fiscal year are no higher than the average for the first three quarters, except where seasonal requirements, essential program objectives, circumstances unique to this fiscal year, or lead-times justify a higher level.

-- Orders for services, supplies, materials, and equipment are not more than needed to meet approved essential program objectives. (Additional procurement guidance will be provided by the Administrator of the Office of Federal Procurement Policy.)

-- Grants and other forms of Federal assistance are subjected to rigorous review, meet current priorities, are funded only in justified amounts, and are not made just to keep funds from lapsing or to keep them from being reported as unobligated.

-- Use of funds in areas that are particularly vulnerable to wasteful spending are reduced or controlled as a precautionary measure in accordance with previous OMB instructions. For example:

  ° Federal travel needs to be curbed at or below the level estimated for 1982 in the President's 1983 Budget, and controlled in accordance with OMB Bulletin No. 82-11.

  ° Use of consulting services should be closely scrutinized for compliance with OMB Circular No. A-120. Also, seriously consider using the Assistant Secretaries for Management Group's Model Control System for consulting services. It was designed to assist agencies in establishing, improving, and evaluating their current consulting services system.

Contracting officers, program managers, and policy officials who are responsible for initiating or reviewing procurement and grant actions should carry out their responsibilities in a way that assures compliance with this guidance.

Inspectors General have again been asked to pay particular attention to year-end spending. Inspector General personnel, auditors, and legal counsel should consider noncompliance with the aforementioned requirements to be an indication of waste. You should ask your Inspector General to conduct an assessment of the validity of a sample of the procurements awarded in the last quarter of the fiscal year. Such an approach has demonstrated a valuable deterrent effect in the past. To the extent allowed by law or regulations, disciplinary action should be taken against executive officials and employees who waste public funds.

I count on your full cooperation and personal attention to save the taxpayers as much money as possible in support of the President's objectives.

3. If the request is to add funds to an ongoing contract with a Government Owned Contractor Operated facility, a Federal Contract Research Center, or a Federally Funded Research and Development Center, is the requirement clearly defined, is it fully justified? Are such contracts being used as a means to circumvent procurement requirements? Are subcontract awards being directed by the Federal agency?

4. Funds obligated to cover unpriced items, such as changes, spare parts and data, should not be in excess of current best estimates of need for those items. Additional obligations in excess of the original procurement request must be clearly justified.

5. Funds for letter contracts should not be obligated in excess of that allowed by regulations, nor should letter contracts be used solely as a vehicle to obligate funds that would otherwise lapse. Other open end types of contracts without firm requirement should not be used.

6. When contracts are modified or supplemental agreements issued to increase the level of effort or procure additional tasks, items or services, the additional requirements must be validated. The subcontracting of substantial parts of such modifications, change orders or tasks may indicate contracts are being used as vehicles to avoid competition.

7. Funds for contractor operated supply stores or other logistic support-type contracts should not be obligated in excess of current requirements or used as a vehicle to make directed procurements nor should they otherwise be used to avoid agency internal management controls.

D. Good Procurement Practice and Accountability

1. Is there time to ensure that normal procurement practices are followed?

2. A cost or price analysis, and a determination that the Government is paying only fair and reasonable prices and will receive all appropriate discounts and credits, should be made for all contracts or modifications.

3. All noncompetitive proposals should be audited or audit information obtained, unless reasonableness of price can be established clearly by other means.

4. Certification of current cost or pricing data should not be used as a substitute for preaward price negotiation.

5. Initiation of procurements in the fourth quarter for award in the fiscal year should generally be limited to small purchases or to emergency unscheduled requirements.

E. Standards of Conduct

1. Have employees been advised of the standards of conduct as they apply to wasteful spending and the possible sanctions and penalties?

2. Have employees been apprised of waste and fraud hotline telephone numbers and the protections that are available to employees making waste and fraud reports?

3. Funds should not be transferred to other agencies to avoid funds lapses.

4. Contracts or other documents must not be post dated.

5. Procurement actions should not be delegated or assigned to field or base stations, regional or other subordinate offices or other activities or agencies, nor should any other action be taken, to avoid proper review, clearance, approvals or other such internal controls.

6. Contracts to former Government employees must be closely reviewed and clearly justified.

CHECKLIST FOR PREVENTING WASTEFUL YEAR-END SPENDING

A. Need Determination

1. Is the request part of a current approved plan?

2. Is the request for more property or services than is needed to meet approved and essential program objectives?

3. Is the request duplicative in whole or in part?

4. Has a lease vs. purchase review been completed if appropriate?

5. Is the modified request for purchase of additional items or services not contained in the original procurement request or contractor proposal? Is this because estimated funding needs were in excess of the funds actually required to meet the funding requirements of the original request? Is it fully justified?

6. Purchases or orders for equipment, supplies, or services should not be approved unless they have been planned in advance or are needed to meet an emergency and comply with agency implementation of OMB Bulletins No. 81-9 and No. 81-16.

7. Funds should not be obligated for requirements-type or task contracts in excess of anticipated needs based on projections from prior use and current operating levels.

8. The procurement of consultant services and modifications of current consultant services contracts must be reviewed for compliance with OMB Circular No. A-120 and budget controls.

9. Purchases by or orders from General Services Administration, the Defense Logistics Agency, or other central procurement offices, or off Federal Supply Schedules should not be in excess of current use or inventory requirements. Use and inventory requirement must be validated. Orders should not be placed if delivery cannot be made in time to meet current need or inventory requirements.

10. Procurement actions must be reviewed to ensure that they are essential, the minimum necessary, not superfluous or "gold-plated."

11. To avoid duplication or underutilization and to foster greater economy and efficiency, users should ensure maximum utilization of available inventories and the proper use of all available resources including excess property.

12. Intragovernmental agreements for the common use or loan of equipment, services and facilities should be used when cost effective.

13. Items should not be replaced while they still are usable unless replacement is essential to meet program objectives or substantial cost savings will result. Materials and equipment should be repaired and reused whenever practicable.

14. Renovation, or redecorating, should only be done when it is essential to program objectives, required because of lease arrangements or in an emergency to protect the health and safety of employees. In any case, it should only be the minimum necessary.

B. Method of Contractor Selection

1. Will a noncompetitive contract be necessary? Is it fully justified? Have plans been made to prevent subsequent noncompetitive contracts?

2. Are grants reviewed to ensure they are the proper vehicle in accordance with P.L. 95-224 and are not used to avoid procurement procedures?

3. "Unsolicited" proposals should be truly unsolicited and should not be accepted unless they are truly unique or innovative and are for essential program requirement. Award will only be made after strict compliance with regulations on unsolicited proposals.

4. Procurements should not be divided just to come within small purchase procedures. In accordance with good procurement practices, requests should be consolidated if it would be more cost effective to do so. However, this should not be construed to prohibit breakout of items for small or minority business.

5. Short response times or restrictive requirements must not be used as methods to avoid open competition or as means of "steering" contracts.

C. Use of Existing Contracts

1. If the request is for the exercise of options or the funding of the later years of a multi-year contract, is it fully justified, still necessary? Is the option or later year still reasonably priced?

2. If the requests are purchases off Federal Supply Schedules or orders against basic ordering agreements or requirements-type contracts, are they fully justified as to need, pricing and the method of contracting?

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

April 26, 1983

SECRETARY'S MEMORANDUM 1051-3

USDA's FIELD OFFICE SYSTEM

1 PURPOSE

To set out USDA's policy and goals with regard to the operation of the field office system and to provide for the redirection of all current and proposed efforts which are not already in line with this policy.

2 POLICY AND GOALS

It is USDA's policy to operate its field office system as efficiently and effectively as practical.

The primary goals for all efforts related to this policy shall be to:

a Reduce the overall size and complexity of the current system.

b Reduce the cost of operating the current system.

c Increase the level of efficiency and responsiveness to the maximum extent possible.

3 BACKGROUND

Clients of USDA activities are currently served through an extensive field office system largely located in rural areas.

This system has performed its service mission admirably for nearly 40 years but at a steadily increasing cost in terms of financial and personnel resources.

DISTRIBUTION: 10

OPI: OFM

Prior years emphasis by USDA on interagency county office colocation and cooperation has resulted in some reductions in resource cost. The Department intends to continue to emphasize this approach, but this program, by itself, is simply not sufficient to meet USDA's current needs.

Recently, several of the President's "Reform 88" initiatives were specifically aimed at the development of alternative, less costly, methods for Federal service delivery, particularly in the areas of space reduction and office automation.

4 POLICY IMPLEMENTATION

It is the Department's clear intent to take definite steps toward the accomplishment of the goals.

The major thrust for all efforts related to the implementation of this policy shall be the development of a common sense, business-like field office system which operates at the least possible cost.

The colocation program shall continue to be one of the major tools used to achieve the primary goals.

5 RESPONSIBILITY

The Assistant Secretary for Administration (ASA), with the advice and assistance of the Agency Administrators involved, is to provide such guidance and oversight as may be necessary to redirect current efforts or to develop new initiatives.

John R Block

SECRETARY OF AGRICULTURE

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

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CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

September 19, 1983

SECRETARY'S MEMORANDUM 1051-4

Federal Field Structure Reform

1 PURPOSE

The purpose of this memorandum is to provide for implementation of the President's program of Federal Field Structure Reform.

2 POLICY

USDA fully supports the goals and objectives set forth by the President in his memorandum of August 30, 1983, on Federal Field Structure Reform (copy attached) and shall take action to streamline field programs, administrative support activities, and headquarters staffs as appropriate.

3 BACKGROUND

The Presidential Memorandum of August 1983 directs each agency to "immediately assess" its field structure including both program delivery and administrative support organizations. It also presents five specific objectives which shall be utilized in performing these assessments. These efforts are to be coordinated Government-wide by the Working Group on Federal Field Structure Reform under the Cabinet Council on Management and Administration (CCMA).

Prior to receipt of the above memorandum, USDA had undertaken efforts to optimize field structure as a part of the Departmental Reform '88 Program. Several agencies are also addressing recommendations on field structure made by the President's Private Sector Survey on Cost Control (PPSSCC). In addition, implementation of E.O. 12372, Intergovernmental Review of Federal Programs, may have an impact on field structure within certain agencies.

A mechanism is needed to coordinate all of the above efforts related to field structure review and reform.

DISTRIBUTION: 10 OPI: OFM/PED

4 RESPONSIBILITIES

The Deputy Secretary is hereby assigned responsibility for implementation of Federal Field Structure Reform in USDA. This responsibility shall include oversight and coordination of all activities related to field structure including those arising from CCMA, PPSSCC, Reform '88, and other efforts. He shall be assisted in these efforts by a Steering Committee to be made up of policy officials. This Committee shall be chaired by the Deputy Secretary, with the Assistant Secretary for Administration serving as alternate. The Assistant Secretary for Administration shall continue to manage ongoing Reform '88 Programs and colocation efforts as specified in Secretary's Memorandum 1051-3.

Each agency head is responsible for initiating a review of both program and administrative field structure using the five objectives stated in the Presidential Memorandum.

John R Block

SECRETARY OF AGRICULTURE

APPENDIX A

THE WHITE HOUSE

WASHINGTON

August 30, 1983

MEMORANDUM FOR HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Federal Field Structure Reform

During the past two and a half years this Administration has made a number of changes in the organization, programs and regulatory activities of the Federal government. Through block grants and decreased imposition of regulations on State and local governments we have lessened the Federal role in programs which have been traditionally administered by other levels of government. In addition, we have decreased the regulatory burden on the private sector.

The successful completion of these changes should dramatically reduce the need for personnel and organizational elements in departmental and agency field structures and, in turn, require less administrative and supervisory functions at headquarters.

Accordingly, you are hereby directed to immediately assess your organization's field structure and to implement changes to streamline field programs, administrative support activities, and, as appropriate, your headquarters staff. This effort will continue to be reviewed by the Working Group on Federal Field Structure Reform under the direction of the Cabinet Council on Management and Administration.

The following objectives and guidelines should govern the planning and reductions in your field structure:

1) Elimination of duplication and redundancy in the delivery of necessary program services.

2) Elimination of unnecessary overhead and layers of management via the consolidation of administrative support functions.

3) Maximum efficient use of existing personnel and property resources.

4) Delivery of services, wherever possible, solely by State and local governments without Federal government intervention.

5) Elimination of regional, area and local offices where primary contact is directly between State/local governments and the headquarters of your department or agency.

Ronald Reagan

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

November 21, 1942

MEMORANDUM NO. 1052

Delegation of Authority to Acquire, Use, and Dispose of Property Under Title II of the Second War Powers Act, 1942

By virtue of the authority vested in me by Executive Order No. 9249, dated October 1, 1942 (7 Fed. Reg. No. 196, page 7874), I hereby delegate to the Administrator or Acting Administrator, Agricultural Marketing Administration, and the President or Acting President, Commodity Credit Corporation, the authority to acquire, use, and dispose of any real property, temporary use thereof, or other interest therein, together with any personal property located thereon, or used therewith, that shall be deemed necessary for war purposes in connection with the storing and warehousing of agricultural commodities or products in accordance with the provisions of Title II of the Second War Powers Act, 1942, approved March 27, 1942.

Claude R. Wickard

Secretary

AUTHORIZATIONS

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

November 27, 1942.

MEMORANDUM NO. 1053

Tennessee Valley Correlating Committee

Mr. J. L. Boatman, Extension Service, has been designated as the representative of the Department on the Tennessee Valley Correlating Committee. The other members of the Committee are Dean Thomas P. Cooper of the College of Agriculture, University of Kentucky, representing the Agricultural Colleges of Alabama, Georgia, Kentucky, Mississippi, North Carolina, Tennessee, and Virginia, and Mr. J. C. McAmis of the Tennessee Valley Authority.

The function of the Committee is to facilitate coordination of the agricultural programs of the Colleges, the Tennessee Valley Authority, and the Department in the Tennessee Valley region.

Claude R. Wickard

Secretary

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

November 27, 1953

MEMORANDUM NO. 1053

Tennessee Valley Correlating Committee

Mr. J. I. Boatman, Extension Service, has been designated as the representative of the Department on the Tennessee Valley Correlating Committee. The other members of the Committee are Dean Thomas P. Cooper of the College of Agriculture, University of Kentucky, representing the Agricultural Colleges of Alabama, Georgia, Kentucky, Mississippi, North Carolina, Tennessee, and Virginia, and Mr. G. C. McAmis of the Tennessee Valley Authority.

The function of the Committee is to facilitate coordination of the agricultural programs of the Colleges, the Tennessee Valley Authority, and the Department in the Tennessee Valley region.

Secretary

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DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

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December 10, 1942

MEMORANDUM NO. 1054

ORGANIZATION OF THE DEPARTMENT TO CARRY OUT THE FOOD PROGRAM

Pursuant to the provisions of Executive Order 9280, dated December 5, 1942, centralizing responsibility for the Nation's food program in the Department of Agriculture and effecting certain changes within the Department of Agriculture, it is hereby ordered as follows:

Part I - Director of Food Production

1. Mr. Herbert W. Parisius is hereby designated Director of Food Production.

2. The Director of Food Production or, in his absence or inability to act, the Acting Director of Food Production, shall, as personal representative of and under the general direction and supervision of the Secretary, direct and supervise the activities of the Food Production Administration established by Executive Order 9280 and shall be responsible for all departmental programs relating primarily to food production.

3. In the exercise of the authority vested in him by this part and in accordance with the applicable rules and regulations, the Director of Food Production, or the Acting Director, shall, among other things, with respect to the agencies comprising the Food Production Administration,

(a) direct and supervise their activities;

(b) direct and supervise the work of their officers and employees;

(c) in his discretion, delegate and provide for the sub-delegation of his authority to their officers and employees;

(d) utilize their personnel, property, and services; and

(e) consolidate or integrate their administrative, technical, staff, and other services.

ORGANIZATION

THE FOLLOWING PERSONS WERE TRANSFERRED FROM THE BUREAU OF ANIMAL INDUSTRY EFFECTIVE JANUARY 29, 1943 AS PURSUANT TO EXECUTIVE ORDER 9280 OF DECEMBER 5, 1942 AND SECRETARY'S MEMORANDUM 1054, SUPPLEMENTAL 3 OF FEBRUARY 4, 1943.

ADMINISTRATIVE PERSONNEL, WASHINGTON, D. C.

FDA NO.	INCUMBENT	DESIGNATION	GRADE	SALARY
	Aymar, Mrs. Edith M. (C.S.C.NO. CAF-3-395, Bu. No. 789)	Asst. Clerk	CAF-3	$1740
	Cook, Mrs. Edith A. (C.S.C.NO. CAF-2-615, Bu. No. 923)	Jr. Clk. Typ.(Leave)	CAF-2	1440
	Elkin, Mrs. Ersie M. (C.S.C.NO. CAF-5-69, Bu. No. 655)	Senior Editor-Clerk	CAF-5	2000
	Green, Miss Marjorie M. (C.S.C.NO. CAF-4-53, Bu. No. 723)	Clerk (Bookkeeper)	CAF-4	2040
	Hinds, Mrs. Mae M. (C.S.C.NO. CAF-3-394, Bu. No. 941)	Asst. Clerk (Auditor)	CAF-3	1800
	Hulen, Miss Margaret J. (C.S.C.NO. CAF-2-580, Bu. No. 953)	Jr. Clerk Stenographer	CAF-2	1440
	Johnson, Mrs. Mary R. (C.S.C.NO. CAF-3-365, Bu. No. 909)	Asst. Clk-Typ.(Collections)	CAF-3	1620
	Kidd, Miss Marjorie D. (C.S.C.NO. CAF-2-610, Bu. No. 970)	Jr. Clerk Typist (Personnel files)	CAF-2	1440
	Kubach, Miss Dorothy (C.S.C.NO. CAF-2-546, Bu. No. 863)	Jr. Clerk Typist (for Auditors)	CAF-2	1440
	Lindberg, Miss Helen M. (C.S.C.NO. CAF-3-377, Bu. No. 76 A)	Asst. Clk-Steno. (Personnel forms-correspondence	CAF-3	1620
	McHugh, Edward O. (C.S.C.NO. CAF-4-105, Bu. No. 171)	Clerk(Auditor)	CAF-4	1860
	Mays, Miss Audrey M. (C.S.C. No. USDA-325, Bu. No.	Jr. Operator (Detailed to Department Office of Personnel)	CAF-2	1440
	Mitchell, John T. (C.S.C.NO. CAF-4-83, Bu. No. 710)	Clerk (Auditor)	CAF-4	1920
	Morgan, Mrs. Grace (C.S.C.NO. CAF-3-52, Bu. No. 53)	Asst. Clerk (Retirement fiscal records	CAF-3	1980
	Neuman, Mrs. Lilia M. (C.S.C.NO. CAF-4-84, Bu. No. 26)	Clerk (Files)	CAF-4	2100
	Pearson, Mrs. Elsie F. (C.S.C.NO. CAF-3-407, Bu. No. 130)	Asst. Clerk (Scheduling)	CAF-3	1620
	Purchase, Mrs. Martha P. (C.S.C.No. USDA-323, Bu. No.	Jr. Operator (Detailed to Dept. Office of Personnel)	CAF-2	1440
	Meier, Mrs. Janice R. (formerly Janice Ranum) (C.S.C.NO. CAF-3-411, Bu. No. 945)	Asst. Clk-Steno. (Billings)	CAF-3	1620
	Sinclair, Miss Mary O. (C.S.C.NO. CAF-4-111, Bu. No. 949)	Clerk (Bookkeeper)	CAF-4	1800
	Smith, Miss Shirley S. (C.S.C.NO. CAF-2-320, Bu. No. 980 A)	Jr. Clerk Typist (Personnel record cards)	CAF-2	1440
	Strauch, Miss Alma A. (C.S.C.NO. CAF-2-605, Bu. No. 926)	Jr. Clk. Steno.	CAF-2	1440

DEPARTMENT OF AGRICULTURE
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JUL 30 1943
Office of Plant and Operations

THE FOLLOWING PERSONS WERE TRANSFERRED FROM THE BUREAU OF ANIMAL INDUSTRY EFFECTIVE JANUARY 29, 1943 PURSUANT TO EXECUTIVE ORDER 9280 OF DECEMBER 5, 1942 AND SECRETARY'S MEMORANDUM 1054, SUPPLEMENTAL 3 OF FEBRUARY 4, 1943

ADMINISTRATIVE PERSONNEL, WASHINGTON, D. C.

FDA NO.	INCUMBENT	DESIGNATION	GRADE	SALARY
	Tennyson, Miss Edna G.	Jr. Clerk Typist (Scheduling)	CAF-2	1440
	(C.S.C.NO. CAF-2-597, Bu. No. 715)			
	Virga, Miss Elizabeth C.	Jr. Clerk Typist (Property accountability records)	CAF-2	1440
	(C.S.C.NO. CAF-2-545, Bu. No. 889 A)			
	Warfield, Miss Rena	Asst. Clerk (Auditor)	CAF-3	1800
	(C.S.C.NO. CAF-3-383, Bu. No. 777)			

DEPARTMENT OF AGRICULTURE
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JUL 30 1943
Office of Plant and Operations

Part II - Director of Food Distribution

4. Mr. Roy F. Hendrickson is hereby designated Director of Food Distribution.

5. The Director of Food Distribution or, in his absence or inability to act, the Acting Director of Food Distribution, shall, as personal representative of and under the general direction and supervision of the Secretary, direct and supervise the activities of the Food Distribution Administration established by Executive Order 9280 and shall be responsible for all departmental programs relating primarily to food distribution.

6. In the exercise of the authority vested in him by this part and in accordance with the applicable rules and regulations, the Director of Food Distribution, or the Acting Director, shall, among other things, with respect to the agencies comprising the Food Distribution Administration,

(a) direct and supervise their activities;

(b) direct and supervise the work of their officers and employees;

(c) in his discretion, delegate and provide for the subdelegation of his authority to their officers and employees;

(d) utilize their personnel, property, and services; and

(e) consolidate or integrate their administrative, technical, staff, and other services.

Part III - Departmental War Board

7. The Agricultural War Board shall hereafter be known as the Departmental War Board and shall be composed of the Director of Food Production, the Director of Food Distribution, the Agricultural Research Administrator, the President of the Commodity Credit Corporation, the Chief of the Forest Service, the Rural Electrification Administrator, the Director of the Extension Service, and the Chief of the Bureau of Agricultural Economics.

Part IV - Commodity Credit Corporation

8. Except as may otherwise be determined by the Secretary, all programs of the Commodity Credit Corporation shall be approved by the head of such other agency or agencies most directly concerned and shall be administered by and through such other agency or agencies. To

facilitate the orderly formulation and development of such production, distribution, or other programs, the docket in support of any such program shall originate in the agency or agencies through which such program is to be administered.

Part V - Forest Service, Rural Electrification Administration, and Agricultural Research Administration

9. The Forest Service, the Rural Electrification Administration, and, subject to the provisions of Section 13(b) of Executive Order 9280, the Agricultural Research Administration shall continue to perform the functions heretofore assigned to them, together with such other functions as may hereafter be assigned to them.

Part VI - Director of Information

10. The Director of Information shall, as personal representative of and under the general direction and supervision of the Secretary, be responsible for directing, integrating, and coordinating all information activities of the several agencies of the Department of Agriculture. The personnel of the several agencies of the Department engaged in information activities shall be subject to the general direction and supervision of the Director of Information, and he is authorized, with the approval of the Secretary, to transfer information personnel among the Department's agencies and assign duties to information personnel in connection with the effectuation of the Department's information program. The agency information operations shall be conducted in accordance with plans and policies formulated by the Director of Information, and all information materials shall be approved by him before issuance.

Part VII - Administrative Committee

11. To facilitate the execution of the changes outlined in this memorandum, there is hereby established for such period as may be necessary an administrative committee composed of the Director of Personnel, the Director of Finance, and the Solicitor. The Director of Personnel shall act as chairman of the committee, and the committee is authorized to determine the construction and the application of the provisions of this memorandum.

Part VIII - Miscellaneous

12. All previous memoranda are superseded to the extent that they conflict or are inconsistent with the provisions of this memorandum.

13. The provisions of this memorandum shall be effective on and after December 10, 1942.

Claude R. Wickard

Secretary

Regn. 4087
Dated 1-21-43

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

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January 16, 1943

MEMORANDUM NO. 1054- S1

Effective January 11, 1943, ten War Production Board units or parts of units were, in accordance with the decision of the Assistant Director of the Bureau of the Budget dated January 8, 1943, transferred, de facto, to the Department of Agriculture. The transfer will become effective with respect to financial and personnel records on January 18, 1943.

The units or parts of units transferred are assigned to the Food Production Administration and Food Distribution Administration as follows:

A. To the Food Production Administration:

1. That part of the Fertilizers Unit of the Inorganics Section of the Chemicals Division concerned primarily with programming and the administration of Order M-231.

2. That part of the Farm Machinery and Equipment Division concerned primarily with determination of the farm machinery program.

3. That part of the Food Technology Unit of the Foods Section of the Consumers Goods Division of the Office of Civilian Supply concerned primarily with plans, programs, and requirements for farm machinery, fertilizers, and insecticides.

4. That part of the Machinery Unit of the Textile and Clothing Branch of the Office of Civilian Supply concerned primarily with plans, programs, and requirements relative to farm machinery.

5. That part of the Containers Section of the General Commodities Division of the Office of Civilian Supply concerned primarily with plans, programs, and requirements for farm food containers.

ORGANIZATION /

January 15, 1943

MEMORANDUM NO. 1074-S1

Effective January 11, 1943, the War Production Board units or parts of units were, in accordance with the decision of the Assistant Director of the Bureau of the Budget dated January 8, 1943, transferred, de facto, to the Department of Agriculture. The transfer will become effective with respect to financial and personnel records on January 18, 1943.

The units or parts of units transferred are assigned to the Food Production Administration and Food Distribution Administration as follows:

A. To the Food Production Administration:

1. That part of the Fertilizers Unit of the Inorganics Section of the Chemicals Division concerned primarily with programming and the administration of Order M-521.

2. That part of the Farm Machinery and Equipment Division concerned primarily with determination of the farm machinery program.

3. That part of the Food Technology Unit of the Foods Section of the Consumers Goods Division of the Office of Civilian Supply concerned primarily with plans, programs, and requirements for farm machinery, fertilizers, and insecticides.

4. That part of the Machinery Unit of the Textile and Clothing Branch of the Office of Civilian Supply concerned primarily with plans, programs, and requirements relative to farm machinery.

5. That part of the Containers Section of the General Commodities Division of the Office of Civilian Supply concerned primarily with plans, programs, and requirements for farm food containers.

B. To the Food Distribution Administration:

1. The Food Division.

2. The Fats and Oils Section of the Chemicals Division.

3. That part of the Food Processing Machinery Section concerned primarily with determining the food processing machinery program.

4. The Food Section of the Consumers Goods Division of the Office of Civilian Supply, other than that part assigned to the Food Production Administration.

5. That part of the Machinery Unit of the Textile and Clothing Branch of the Office of Civilian Supply concerned primarily with plans, programs, and requirements relative to food processing machinery.

6. That part of the Fats and Oils Unit of the Chemicals Section of the General Commodities Division of the Office of Civilian Supply concerned primarily with edible fats and oils.

7. That part of the Containers Section of the General Commodities Division of the Office of Civilian Supply concerned primarily with plans, programs, and requirements for non-farm food containers.

8. The Food Section of the Procurement Policy Division.

Certain functions of the War Production Board related to food were by agreement left in the War Production Board subject to reconsideration should operations prove unsatisfactory to the Board or to the Department. Similarly, should further investigation ~~experience~~ prove it to be advisable, reconsideration may be given to the assignments made within the Department of the transferred War Production Board ~~units~~.

personnel

Claude R. Wickard

Secretary.

8. To the Food Distribution Administration:

1. The Food Division.

2. The Fats and Oils Section of the Chemicals Division.

3. That part of the Food Processing Machinery Section concerned primarily with determining the food processing machinery program.

4. The Food Section of the Consumers Goods Division of the Office of Civilian Supply, other than that part assigned to the Food Production Administration.

5. That part of the Machinery Unit of the Textile and Clothing Branch of the Office of Civilian Supply concerned primarily with plans, programs, and requirements relative to food processing machinery.

6. That part of the Fats and Oils Unit of the Chemicals Section of the General Commodities Division of the Office of Civilian Supply concerned primarily with edible fats and oils.

7. That part of the Containers Section of the General Commodities Division of the Office of Civilian Supply concerned primarily with plans, programs, and requirements for non-farm food containers.

8. The Food Section of the Procurement Policy Division.

Certain functions of the War Production Board related to food were by agreement left in the War Production Board subject to reconsideration should operations prove unsatisfactory to the Board or to the Department. Similarly, should experience prove it to be advisable, reconsideration may be given to the assignments made within the Department of the transferred War Production Board units.

Secretary.

Reign. 4091
Dated - 1-22-43

DEPARTMENT OF AGRICULTURE
WASHINGTON

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January 22, 1943

MEMORANDUM NO. 1054

Supplement 1

I - Commodity Credit Corporation

1. The President of the Commodity Credit Corporation or, in his absence or inability to act, the Acting President shall, as personal representative and under the general direction and supervision of the Secretary, direct and supervise the activities of the Commodity Credit Corporation, which shall include:

(a) The formulation, in collaboration with the Director of Food Production, of programs designed to support producers' prices for, or to facilitate the handling of, agricultural commodities and foods at the farm or local market level.

(b) The formulation, in collaboration with the Director of Food Distribution, of programs designed to support the prices of agricultural commodities and foods at other than the farm or local market level (i.e., at central, terminal, subterminal, etc., markets), or otherwise to make available adequate supplies of processed foods.

(c) The formulation, in collaboration with the Administrator of Agricultural Research, the Chief of the Forest Service, or the head of any other agency concerned of programs, within the scope of the Corporation's authority, which are closely related to the activities of such agency.

(d) The formulation and administration, in collaboration with the Director of Food Production, the Director of Food Distribution, or the head of any other agency concerned, of programs relating to the maintenance, handling, and disposition of food and food facilities which are owned by the Corporation or in which the Corporation has an interest, including programs relating to the exportation of such food and food facilities.

(e) The administration of programs relating to the foreign purchase or importation of food and food facilities, including the preparation of directives, in accordance with the recommendations of the Committee on Foreign Purchase and Importation, to be issued to the Board of Economic Warfare by the Secretary, or by the Chairman of

ORGANIZATION 1

the War Production Board and the Secretary jointly, as provided in Executive Order No. 9280 of December 5, 1942, and including, with respect to foreign purchases of food and food facilities for use abroad, collaboration with representatives of other Governmental agencies concerned with the foreign aspects of the food program in the determination of plans, policies, and procedures for the feeding of peoples in foreign countries and the stockpiling of food and food facilities for use abroad.

(f) The formulation and administration of programs relating to the purchase, storage, transportation, and crushing of vegetable oil-bearing materials and the purchase, processing, storage, and transportation of hemp, including the formulation, and transmission to the War Production Board through the appropriate agencies and officers of the Department, of recommendations for priorities and allocations with respect to the first processing of vegetable oil-bearing materials and hemp.

(g) The formulation and administration of such other foreign and domestic programs as the Secretary may assign to the Corporation.

2. (a) Dockets in support of programs referred to in subsections (a), (b), and (c) of section 1 hereof shall be originated, as the case may be, in the Food Production Administration, the Food Distribution Administration, or such other agency as may be primarily concerned with the program; shall be submitted to the Commodity Credit Corporation for its consideration; and, if approved by the Corporation, shall be transmitted, through the Solicitor and the Director of Finance, to the Secretary. Any docket involving a price support or subsidy program originating in the Food Production Administration shall be submitted to the Director of Food Distribution and to Mr. Oris V. Wells, of the Bureau of Agricultural Economics, for concurrence or recommendations prior to transmission to the Solicitor; and any docket involving a price support or subsidy program originating in the Food Distribution Administration shall be submitted to the Director of Food Production and to Mr. Wells for concurrence or recommendations prior to transmission to the Solicitor. Whether prices shall be supported at local or other markets, or both, shall be a matter for determination with respect to particular commodities.

(b) Dockets in support of programs referred to in subsections (d), (e), (f), and (g) of section 1 hereof shall be originated in the Commodity Credit Corporation, and shall be submitted to the Director of Food Production, the Director of Food Distribution, or the head of any other agency concerned for concurrence or recommendations prior to transmission, through the Solicitor and the Director of Finance, to the Secretary.

3. (a) The services, facilities, and personnel of the Food Production Administration, the Food Distribution Administration, and other agencies of the Department shall, to the fullest practicable extent, and subject to appropriate reimbursement therefor, be utilized by the Commodity Credit Corporation in administering programs formulated pursuant to section 1 hereof.

(b) The food and food facilities owned by the Commodity Credit Corporation, or in which the Corporation has an interest, shall, to the extent that supplies of such food and food facilities are available and that prices therefor are comparable to prices elsewhere, be purchased by the Food Production Administration, the Food Distribution Administration, and the other agencies of the Department to meet their purchase requirements for such food and food facilities.

II - Committee on Foreign Purchase and Importation

4. There is hereby established in the Department a Committee on Foreign Purchase and Importation, composed of the Director of Food Production, the Director of Food Distribution, the Administrator of Agricultural Research, the President of the Commodity Credit Corporation, the Director of the Office of Foreign Agricultural Relations, and the heads of such other agencies as the Secretary may designate. The President or the Acting President of the Commodity Credit Corporation shall serve as Chairman of the Committee.

5. The Chairman, in consultation with the members of the Committee, shall be responsible for determining and recommending to the Secretary requirements for foreign purchases and importations of food and food facilities and for correlating all Departmental programs and proposals involving the foreign purchase or importation of food and food facilities. In this connection, the heads of the agencies of the Department concerned shall present to the Chairman their statements of requirements, which shall be considered by the Chairman as authoritative, and no agency of the Department shall, without the prior approval of the Chairman, initiate any program for the foreign purchase, or importation into the territorial United States, of food and food facilities.

6. The Chairman, in consultation with the members of the Committee, shall also be responsible for the preparation of schedules of priorities for the importation by overseas transportation of food and food facilities, including kinds and amounts thereof. The Chairman shall represent the Secretary in integrating such schedules of priorities with those prepared by the War Production Board; shall arrange, jointly with representatives of the War Production Board, for the transmission of overall schedules of priorities to the Administrator of the War Shipping Administration; and shall use such overall schedules of priorities in preparing directives pursuant to subsection (e) of section 1 of this memorandum. The Chairman shall also act as liaison officer between the War Production Board and the Department in connection with the administration of priority regulations dealing with the importation of food and food facilities.

III - Committee on Domestic Transportation

7. There is hereby established in the Department a Committee on Domestic Transportation, composed of the Director of Food Production, the Director of Food Distribution, the President of the Commodity

(b) The food and food facilities owned by the Commodity Credit Corporation, or in which the Corporation has an interest, shall, to the extent that supplies of such food and food facilities are available and that prices therefor are comparable to prices elsewhere, be purchased by the Food Production Administration, the Food Distribution Administration, and the other agencies of the Department to meet their purchase requirements for such food and food facilities.

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4. There is hereby established in the Department a Committee on Foreign Purchase and Importation, composed of the Director of Food Production, the Director of Food Distribution, the Administrator of Agricultural Research, the President of the Commodity Credit Corporation, the Director of the Office of Foreign Agricultural Relations, and the heads of such other agencies as the Secretary may designate. The President or the Acting President of the Commodity Credit Corporation shall serve as Chairman of the Committee.

5. The Chairman, in consultation with the members of the Committee, shall be responsible for determining and recommending to the Secretary requirements for foreign purchases and importations of food and food facilities and for correlating all Departmental programs and proposals involving the foreign purchase or importation of food and food facilities. In this connection, the heads of the agencies of the Department concerned shall present to the Chairman their statements of requirements, which shall be considered by the Chairman as authoritative, and no agency of the Department shall, without the prior approval of the Chairman, initiate any program for the foreign purchase, or importation into the territorial United States, of food and food facilities.

6. The Chairman, in consultation with the members of the Committee, shall also be responsible for the preparation of schedules of priorities for the importation by overseas transportation of food and food facilities, including kinds and amounts thereof. The Chairman shall represent the Secretary in integrating such schedules of priorities with those prepared by the War Production Board; shall arrange, jointly with representatives of the War Production Board, for the translation of overall schedules of priorities to the Administrator of the War Shipping Administration; and shall use such overall schedules of priorities in preparing directives pursuant to subsection (a) of section I of this memorandum. The Chairman shall also act as liaison officer between the War Production Board and the Department in connection with the administration of priority regulations dealing with the importation of food and food facilities.

III - Committee on Domestic Transportation

7. There is hereby established in the Department a Committee on Domestic Transportation, composed of the Director of Food Production, the Director of Food Distribution, the President of the Commodity

Credit Corporation, the Chief of the Forest Service, and the heads of such other agencies as the Secretary may designate. The Director or the Acting Director of Food Distribution shall serve as the Chairman of the Committee.

8. The Chairman, in consultation with the members of the Committee, shall be responsible for the preparation of schedules of priorities for the domestic transportation of food and food facilities, including kinds and amounts thereof; shall represent the Secretary in integrating such schedules of priorities with those prepared by the War Production Board and the Office of Defense Transportation; and shall act as Department liaison officer with the War Production Board and the Office of Defense Transportation in connection with the administration of priority regulations dealing with the domestic transportation of food and food facilities.

IV - Food Advisory Committee

9. Mr. Eugene Auchter, Administrator of Agricultural Research, and Mr. J. B. Hutson, President of the Commodity Credit Corporation, are hereby made members of the Food Advisory Committee established by the Secretary pursuant to Executive Order No. 9280 of December 5, 1942.

V - Agricultural Research Administration

10. In addition to his other duties, the Administrator of Agricultural Research shall, as personal representative and under the general direction and supervision of the Secretary, be responsible for all physical, chemical, nutritional, biological, engineering, and other research and development investigations relating to food and food facilities and for making available the results of such research and development investigations. Whenever the Director of Food Production, the Director of Food Distribution, or the head of any other agency desires the undertaking of any such research or development investigation, he shall make his recommendations to the Administrator, who shall, if he concurs, direct the carrying out of such research or development investigation. The Administrator shall act as liaison officer between the Department and other public and private agencies with respect to such research and development investigations; may, with the approval of the Secretary, appoint such advisory committees of experts as he shall deem necessary to advise and consult with him; and may, if he deems it necessary, enter into cooperative arrangements with other public or private agencies.

11. Mr. Eugene Auchter, in addition to his present duties as Administrator of Agricultural Research, is hereby designated Associate Director of Food Production and, as such officer, shall have authority to utilize the personnel, property, funds, and records of the Food Production Administration concerned primarily with research relating

to the character of soil erosion and preventive measures needed, performed pursuant to Sections 1 to 6, inclusive, of the Soil Conservation and Domestic Allotment Act, as amended.

VI - Food Distribution Administration

12. In addition to his other duties, the Director of Food Distribution shall, as personal representative and under the general direction and supervision of the Secretary, be responsible for the formulation and administration of programs relating to the exportation of food and food facilities, except those programs referred to in section 1 (d) of this memorandum. In connection with exportation programs for which he is responsible hereunder, the Director of Food Distribution shall collaborate with the President of the Commodity Credit Corporation, the Director of the Office of Foreign Agricultural Relations, the Administrator of Agricultural Research, and representatives of other Governmental agencies concerned with the foreign aspects of the food program in the determination of plans, policies, and procedures for the exportation of food and food facilities for the feeding of peoples in foreign countries and the stockpiling of food and food facilities for use abroad. If any such exportation program involves any food or food facility which is used in domestic food production or the exportation of which might otherwise materially affect the operations of the Food Production Administration or any other agency, such program shall be formulated in collaboration with, and approved by, the head of such other agency.

VII - Food Production Administration

13. The functions, personnel, and property of the Office of Land Use Coordination, other than those concerned primarily with administrative management, are hereby transferred to the Food Production Administration.

14. In addition to his other duties, the Director of Food Production shall, as personal representative and under the general direction and supervision of the Secretary, be responsible henceforth for all activities of the Department relating to persons classified as conscientious objectors under the Selective Training and Service Act of 1940, as amended.

VIII - Office of the Secretary

15. Mr. Samuel B. Bledsoe, Assistant to the Secretary, shall act as liaison officer between the Department and the Office of Price Administration, and the Department and the Office of Economic Stabilization, with respect to all programs involving or materially affecting price ceilings and price support or subsidy operations. All such matters formally submitted to the Office of Price Administration or the Office of Economic Stabilization by the Department, or

to the character of soil erosion and preventive measures needed, performed pursuant to Sections 1 to 5, inclusive, of the Soil Conservation and Domestic Allotment Act, as amended.

VI - Food Distribution Administration

15. In addition to his other duties, the Director of Food Distribution shall, as personal representative and under the general direction and supervision of the Secretary, be responsible for the formulation and administration of programs relating to the exportation of food and food facilities, except those programs referred to in section 1 (d) of this memorandum. In connection with exportation programs for which he is responsible hereunder, the Director of Food Distribution shall collaborate with the President of the Commodity Credit Corporation, the Director of the Office of Foreign Agricultural Relations, the Administrator of Agricultural Research, and representatives of other Government agencies concerned with the foreign aspects of the food program in the determination of plans, policies, and procedures for the exportation of food and food facilities for the feeding of peoples in foreign countries and the stockpiling of food and food facilities for use abroad. If any such exportation program involves any food or food facility which is used in domestic food production or the exportation of which might otherwise materially affect the operations of the Food Production Administration or any other agency, such program shall be formulated in collaboration with, and approved by, the head of such other agency.

VII - Food Production Administration

16. The functions, personnel, and property of the Office of Land Use Coordination, other than those concerned primarily with administrative management, are hereby transferred to the Food Production Administration.

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18. Mr. Samuel P. Bledsoe, Assistant to the Secretary, shall act as liaison officer between the Department and the Office of Price Administration, and the Department and the Office of Economic Stabilization, with respect to all programs involving or materially affecting price ceilings and price support or subsidy operations. All such matters formally submitted to the Office of Price Administration or the Office of Economic Stabilization by the Department, or

by the Office of Price Administration or the Office of Economic Stabilization to the Department, shall be transmitted through him. All such matters originating in the Department shall be submitted to Mr. Oris V. Wells of the Bureau of Agricultural Economics for his concurrence or recommendations prior to their transmission to Mr. Bledsoe. Mr. Bledsoe shall be responsible for seeing that matters handled by him receive appropriate clearance within the Department.

IX - Miscellaneous

16. All previous memoranda are superseded to the extent that they conflict or are inconsistent with the provisions of this memorandum.

17. The provisions of this memorandum shall be effective on and after January 22 , 1943.

Claude R. Wickard

Secretary

by the Office of Price Administration or the Office of Economic Stabilization to the Department, shall be transmitted through him. All such matters originating in the Department shall be submitted to Mr. Orla V. Wells of the Bureau of Agricultural Economics for his concurrence or recommendations prior to their transmission to Mr. Wadsco. Mr. Wadsco shall be responsible for seeing that matters handled by him receive appropriate clearance within the Department.

IX - Miscellaneous

16. All previous memoranda are superseded to the extent that they conflict or are inconsistent with the provisions of this memorandum.

17. The provisions of this memorandum shall be effective on and after January 22, 1943.

Secretary

Regn. 4100
Dated 2-5-43

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED
Please return to the
Secretary's File Room

February 4, 1943

MEMORANDUM NO. 1054, SUPPLEMENT 3

Organization of the Department to Carry Out the Food Program

Executive Order 9280 of December 5, 1942, consolidated into the Food Distribution Administration the functions, personnel, and property of the Bureau of Animal Industry of the Agricultural Research Administration concerned primarily with regulatory activities. The regulatory activities so consolidated consist of the inspection of meat and meat food products (with the exception of the budget project "Chemical, Pathological, and Zoological Investigations Relating to Meat Inspection"), the execution of the Twenty-Eight Hour law, and related general administrative functions.

The consolidation with respect to financial and personnel records will be effective as of January 29, 1943, in the departmental service in Washington, and February 1, 1943, in the field service.

Claude R. Wickard

Secretary

ORGANIZATION

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 4, 1943

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The consolidation with respect to financial and personnel records will be effective as of January 29, 1943, in the departmental service in Washington, and February 1, 1943, in the field service.

Claude R. Wickard

Secretary

Regn. 4104
Dated 2-15-43

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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February 13, 1943.

MEMORANDUM NO. 1054, SUPPLEMENT 4

Organization of the Department to Carry Out the Food Program

The attached memorandum of understanding between Commodity Credit Corporation and Food Distribution Administration, which I have approved, supplements Memorandum No. 1054, Supplement 2, of January 22, 1943.

Claude R. Wickard
Secretary

ORGANIZATION

MEMORANDUM NO. 1054, SUPPLEMENT 4

Organization of the Department to Carry Out the Food Program

The attached memorandum of understanding between Commodity Credit Corporation and Food Distribution Administration, which I have approved, supplements Memorandum No. 1054, Supplement 2, of January 22, 1943.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

FOOD DISTRIBUTION ADMINISTRATION

WASHINGTON, D. C.

MEMORANDUM OF UNDERSTANDING BETWEEN FOOD DISTRIBUTION ADMINISTRATION AND COMMODITY CREDIT CORPORATION ON FOREIGN PURCHASE AND IMPORTATION

1. The Director of Food Distribution is responsible for assembling requirements for food of all claimant agencies. These requirements will be compared against visible and prospective domestic supplies. In many cases deficient domestic supplies must be supplemented by foreign supplies, and tentative allocations of food from foreign sources will be made by the Food Distribution Administration to claimant agencies and reported to Commodity Credit Corporation through the Committee on Foreign Purchase and Importation.

2. Commodity Credit Corporation, along with other agencies represented on the Committee on Foreign Purchase and Importation, is responsible for obtaining and reporting to Food Distribution Administration, through the Committee on Foreign Purchase and Importation, data relating to visible and prospective supplies that may be available from foreign sources. The Chairman of the Committee shall be responsible for making the report to the Committee on available foreign supplies. The Committee will then compare over-all requirements with total prospective supplies, including foreign, and subject to clearing for shipping considerations, will recommend to the Secretary the importation of specific quantities of food and food facilities, as these terms are defined in Executive Order 9280.

3. The Committee shall welcome the recommendations of any of the agencies

represented thereon regarding the source of foreign supplies, specifications of the materials to be acquired, the period within which foreign supplies are required, and matters relating to prices. It is intended that the chiefs of the commodity branches of the Food Distribution Administration will make definite recommendations.

4. The Committee shall determine whether the supplies are to be acquired by public purchase or private purchase. If public purchase, contracts will be negotiated by the appropriate agency, either Commodity Credit Corporation or Board of Economic Warfare. In public purchase programs that involve the use of importers or dealers as receiving agents, the selection of such importers or dealers, and the division of the business among them, ~~will be worked out in cooperation with~~ shall be made by Commodity Credit Corporation and reported to the Food Distribution Administration.

5. Importations that are not made through public purchase will be controlled through General Imports Order M-63. Because the administration of General Imports Order M-63 determines the distribution of the import business among importers and dealers, the allocation work of the Food Distribution Administration will be facilitated if the administration of the Order is placed in that agency. However, it is recognized that the negotiations and operation of public purchase programs is directly influenced by the impact on foreign markets of the operation of General Imports Order M-63, and the Food Distribution Administration agrees to adjust its administration of the Order to conform to the requirements of public purchase programs as these requirements are described by the Commodity Credit Corporation. Moreover, it is understood that private importations must be carried out within the framework of any government to government commodity agreements that are now extant or that may be subsequently negotiated.

6. The ultimate allocation of imports acquired by the Commodity Credit Corporation is the responsibility of the Food Distribution Administration, and the Commodity Credit Corporation will keep the Food Distribution Administration advised as to stockpiles available for distribution. These stockpiles will be disposed of by the Commodity Credit Corporation within the limits of over-all allocations made by the Food Distribution Administration with respect to specific uses or buyers.

7. This memorandum concerns only those items of primary interest to the Food Distribution Administration and does not deal with the relationship between the Food Production Administration and the Commodity Credit Corporation.

FOOD DISTRIBUTION ADMINISTRATION

By _____
Director

COMMODITY CREDIT CORPORATION

By _____
President

February 13, 1943

APPROVED: _____
Secretary of Agriculture

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7. This memorandum concerns only those items of primary interest to the Food Distribution Administration and does not deal with the relationship between the Food Production Administration and the Commodity Credit Corporation.

FOOD DISTRIBUTION ADMINISTRATION

By

Director

COMMODITY CREDIT CORPORATION

By

President

APPROVED:

Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

December 16, 1942

MEMORANDUM NO. 1055

Operations of the Department of Agriculture in Relation to Operations of the War Production Board under Executive Order 9280 Relating to the Nation's Food Program

I. Purpose of this Memorandum

For the guidance of the officers and employees of the Department of Agriculture, this memorandum defines in broad terms the manner in which the related responsibilities of the Secretary of Agriculture and the Chairman of the War Production Board will be carried out under Executive Order 9280 of December 5, 1942, delegating to the Secretary of Agriculture authority with respect to food. A corresponding memorandum is being issued by the Chairman of the War Production Board to the members, officers, and employees of the War Production Board. These memoranda are, of course, designed only to serve as general guides. Of necessity, numerous practical adjustments of detail will be made in the day to day work of the two organizations.

II. Major Inter-Relationships

1. General Statement. In general, the Secretary of Agriculture will exercise full responsibility for and control over the production and distribution of food for human and animal consumption. In general, the Chairman of the War Production Board will have full responsibility for and control over the production and distribution of materials other than food and over facilities. Food which can be used for both human and animal consumption and for industrial purposes presents a special

ORGANIZATION 1 (Sec)

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

December 16, 1942

MEMORANDUM

To: Officers and Employees of the Department of Agriculture

From: The Secretary of Agriculture Claude R. Wickard

Subject: Operations of the Department of Agriculture in relation to operations of the War Production Board under Executive Order 9280 relating to the Nation's food program

I

Purpose of This Memorandum

For the guidance of the officers and employees of the Department of Agriculture, this memorandum defines in broad terms the manner in which the related responsibilities of the Secretary of Agriculture and the Chairman of the War Production Board will be carried out under Executive Order 9280 of December 5, 1942, delegating to the Secretary of Agriculture authority with respect to food. A corresponding memorandum is being issued by the Chairman of the War Production Board to the members, officers, and employees of the War Production Board. These memoranda are, of course, designed only to serve as general guides. Of necessity, numerous practical adjustments of detail will be made in the day to day work of the two organizations.

II

Major Inter-Relationships

1. General Statement. In general, the Secretary of Agriculture will exercise full responsibility for and control over the production and distribution of food for human and animal consumption. In general, the Chairman of the War Production Board will have full responsibility for and control over the production and distribution of materials other than food and over facilities. Food which can be used for both human and animal consumption and for industrial purposes presents a special

problem which is discussed in paragraph 5 of this memorandum.

2. Requirements for Food. The Secretary of Agriculture will ascertain the total requirements for food for all purposes. The Chairman of the War Production Board will, however, determine the requirements for food to meet industrial needs. In ascertaining the total requirements for food for all purposes, the Secretary of Agriculture will accept as authoritative the determination of the Chairman of the War Production Board concerning requirements for industrial needs.

3. Requirements for Materials other than Food and for Facilities. The Chairman of the War Production Board will continue to ascertain the total requirements for materials other than food and for facilities for all purposes. The Secretary of Agriculture will, however, determine the requirements for non-food materials and for facilities necessary to carry out the food program. In ascertaining the total requirements for materials other than food and for facilities for all purposes the Chairman of the War Production Board will accept as authoritative the determination of the Secretary of Agriculture concerning requirements for non-food materials and facilities necessary to carry out the food program.

4. Position of Secretary as a Claimant Agency. The Chairman of the War Production Board will continue to exercise central direction and control over priorities and allocations for non-food materials and for facilities. The Secretary of Agriculture will act as a claimant agency in accordance with the controlled materials plan with respect to non-food materials and facilities necessary to carry out the food program. Upon consideration of the Secretary's statement of requirements for non-food materials and facilities, the Chairman of the War Production Board, through the Program Vice Chairman, will allocate to the Secretary of Agriculture so much of the required non-food materials and facilities as may be available, having in mind other vital needs. The Secretary of Agriculture will determine the use to which the allocated non-food materials and facilities will be put. The War Production Board will direct the flow of such materials and facilities to manufacturers accordingly.

5. Foods which can be used for both Human and Animal Consumption and for Industrial Purposes. Whenever the available supply of any food which can be used for both human and animal consumption and for industrial purposes is insufficient to meet both types of need, the Chairman of the War Production Board and the Secretary of

Agriculture will determine by agreement a division of the available supply between the needs for human and animal consumption and the needs for industrial purposes. Suitable administrative arrangements will be devised by the two organizations to help meet such problems as they arise. Obviously, the determination of the most useful line of demarcation in the case of any such food--i.e., fats and oils--should be governed by practical considerations.

6. Textiles and Fibers. Among the foods, as defined by Section 10 of the Executive Order, which can be used for both human and animal consumption and for industrial purposes are cotton, wool, hemp, and flax. The division of responsibility with respect to textiles and fibers between the two organizations will be worked out on a reasonable basis. In certain forms cotton, wool, etc. come clearly within the concern of the Secretary of Agriculture--i.e., the cotton plant and wool on the back of the sheep. In other forms, cotton, wool, etc. come clearly within the concern of the Chairman of the War Production Board--i.e., thread or cloth. With regard to each of these textiles and fibers there will be a border-zone in which the precise line of division will have to be worked out, case by case, as a matter of practical judgment.

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Regn. 4063
12-21-42

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 18, 1942

MEMORANDUM NO. 1056

Announcements of Policy

On several occasions recently the Department has been embarrassed and the public confused by premature release of information of a policy nature. It seems necessary, therefore, to affirm certain administrative conventions and usages which, although for the most part unwritten, are of long standing.

It is a necessary rule of governmental administration that matters of policy and information of a policy nature shall be made public only by officials of appropriate authority. This means, for example, that letters containing statements of policies or plans should usually be signed by an ~~Administrator or head of a staff Office~~, official who reports directly to the Secretary, if the matter is one which does not extend beyond ~~his~~ the official's area of responsibility, or by the Secretary or a member of his immediate staff, if the subject is of especial importance, or concerns more than one agency of the Department, or bears upon the work of other Federal agencies. E.J.O. E.J.O.

The reason for this rule lies in the far-reaching public effects of many Department policies, and in the necessity that they be carefully considered by officials whose responsibility is at least as extensive as the scope of the matter in question. By such procedure the danger of insufficient consideration or inadequate coordination with other policies and programs is avoided and the public interest safeguarded.

In general, employees other than heads of bureaus and offices should sign only such mail as they are authorized to sign by specific delegation from a superior. Letters prepared for the Secretary's signature must not be made public before signature, and after signature are to be released only through appropriate channels.

Officials and employees of the Department are cautioned to observe these rules.

Claude R. Wickard

Secretary

Policy

MEMORANDUM NO.

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In general, employees other than heads of bureaus and offices should sign only such mail as they are authorized to sign by specific delegation from a superior. Letters prepared for the Secretary's signature must not be made public before signature, and after signature are to be released only through appropriate channels.

Officials and employees of the Department are cautioned to observe these rules.

Secretary

Regn. 4068
Dated 12-31-42

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

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December 30, 1942

MEMORANDUM NO. 1057

Material Control Officer

Under its Controlled Materials Plan, the War Production Board allots certain materials to the Government agencies which are responsible for military and essential civilian requirements. These agencies in turn determine the use to which the allotted materials are to be put. The Department of Agriculture is one of the claimant agencies under the Plan.

An officer of the Department, to be known as the Material Control Officer, will work with the War Production Board on requirements for agriculture and will see that the Department carries out its procedural responsibilities under the Controlled Materials Plan. He will represent the Department on the Controlled Materials Board of the War Production Board and will supervise the Department's representatives on the Requirements Committees of the WPB Industry Divisions.

F. B. Northrup, Food Production Administration, has been appointed Material Control Officer. J. B. Wyckoff, Food Distribution Administration, will serve as alternate.

Grover B. Hill

Assistant Secretary

PERSONNEL 19

Regn- 4069
Dated 1-1-43

DEPARTMENT OF AGRICULTURE
WASHINGTON

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Secretary's File Room

December 31, 1942.

MEMORANDUM NO. 1058

Delegation of Specific Authority to Require Overtime Work

Pursuant to Section 1 of Executive Order No. 9289, dated December 26, 1942, a copy of which is attached, chiefs of administrations and bureaus, or acting chiefs, or such officers or employees as they may designate, are hereby delegated specific authority to require additional work in excess of the officially established hours of duty in order to provide for temporarily increased work loads. Designations by such officials in accordance with this specific delegation of authority shall be made a matter of record in each administration, bureau or office.

Chiefs of administrations and bureaus should keep in mind that when such overtime work is required, it must be compensated for to the extent provided in the overtime compensation law (Public Law 821-77th Congress, approved December 22, 1942). Consequently, care should be taken to see that those authorized to require overtime are aware of the budgetary situation in their various offices. This will necessitate close cooperation between the personnel offices and the fiscal offices of the various organizational units of the Department. Procedures for requiring and reporting overtime work should be established immediately in each administration, bureau or office so that, if service beyond the established work day is required, the financial obligations incurred by required overtime may be properly controlled and recorded.

Any administration, bureau or office desiring a continuing increase or decrease in the hours of duty officially required in the Department of Agriculture in the case of particular groups of employees shall submit its recommendation to the Director of Personnel.

Grover B. Hill
Assistant Secretary

Attachment

AUTHORIZATIONS

Req. 3523

DEPARTMENT OF AGRICULTURE

WASHINGTON

July 19, 1945

MEMORANDUM NO. 1058, REVISED

Delegation of Specific Authority to Require Overtime Work

The provisions of Secretary's Memorandum No. 1058, dated December 31, 1942, for delegating specific authority to require additional work in excess of the officially established hours of duty were based on Section 1 of Executive Order No. 9289, dated December 26, 1942. The present authority for making such delegations is Section 401(c) of Part IV, Chapter I of the regulations issued by the Civil Service Commission under the Federal Employees Pay Act of 1945 (Public Law 106, 79th Congress, approved June 29, 1945), reading as follows:

> "(c) Heads of departments or independent establishments or agencies, including Government-owned or controlled corporations, may delegate to any officer or employee authority to order or approve overtime in excess of the administrative workweek. No overtime in excess of the administrative workweek shall be ordered or approved except in writing by an officer or employee to whom such authority has been specifically delegated by the head of the department or independent establishment or agency, or Government-owned or controlled corporation."

Pursuant to this regulation of the Civil Service Commission, such specific authority to require additional work in excess of the officially established hours of duty is hereby redelegated to chiefs of bureaus and acting chiefs or such officers and employees as they may designate. Each bureau shall submit to the Director of Personnel by August 15, 1945, a list of the names of the officers or employees whom it designates to exercise this authority and shall report changes in the list to the Director of Personnel as they occur. This list shall show the name, location or official headquarters and jurisdictional area, in terms of organizational subdivisions or functions, of each designated officer or employee.

Chiefs or acting chiefs of bureaus will note that it is incumbent on them, and on the officers or employees whom they designate to act under this Memorandum, to order or approve overtime in excess of the administrative workweek only in writing. Each pay period in which this authority is exercised, the overtime authorized shall be reported to the Secretary. In each such report the bureaus shall show the reason why the excess overtime was ordered, the manner in which it was compensated for, and if it was paid for in money, the total amount paid, and the appropriation from which payment was made.

The attention of bureau chiefs is again called to the necessity of establishing methods for properly controlling and reporting financial obligations incurred by required overtime and of submitting their recommendations to the Director of Personnel for

separately for Washington and the field

FOR VICTORY BUY UNITED STATES WAR BONDS AND STAMPS

AUTHORIZATIONS

consideration in case they desire to make continuing increases or decreases in the hours of duty officially required in the Department. Regulations governing hours of duty are contained in Personnel Circular No. 108 (Revision III), dated July 19, 1945. Instructions in regard to overtime employment are in Personnel Circular No. 130 (Revision II), issued on the same date.

Secretary

consideration in case they desire to make continuing increases or decreases in the hours of duty officially required in the Department. Regulations governing hours of duty are contained in Personnel Circular No. 108 (Revision III), dated July 14, 1945. Instructions in regard to overtime employment are in Personnel Circular No. 130 (Revision II), issued on the same date.

Secretary

Req. 3666

DEPARTMENT OF AGRICULTURE

WASHINGTON

June 10, 1946

MEMORANDUM NO. 1058, REVISED, SUPPLEMENT 1

Reporting Overtime Work in Excess of the Administrative Work Week

The third paragraph of Secretary's Memorandum 1058, Revised, dated July 19, 1945, is hereby amended to read as follows:

Chiefs or acting chiefs of bureaus will note that it is incumbent on them, and on the officers or employees whom they designate to act under this Memorandum, to order or approve overtime in excess of the administrative work week only in writing. Within thirty days after the close of each quarter of the fiscal year, the overtime performed pursuant to this authority during pay periods ending within the quarter shall be reported by each bureau or agency to the Office of Budget and Finance. Each report shall itemize, separately for departmental and field services, (1) brief statements of the nature and necessity of the overtime work performed, (2) the number of hours of authorized overtime worked, (3) the number of hours compensated by time off, (4) the number of hours paid for in money, (5) the amount paid, and (6) the appropriation or fund from which paid. This revision will become effective July 1, 1946, and the first report on this revised basis will cover the quarter ending September 30, 1946. Attached is a form which should be followed in preparing the quarterly reports.

Secretary

Attachment

AUTHORIZATIONS

UNITED STATES DEPARTMENT OF AGRICULTURE

SAMPLE FORM

_____

(Bureau or Agency)

Quarterly Report of Authorized Overtime Worked

Period covered by report: _____ to _____

Check one: ( ) Departmental Service
( ) Field Service

Statements of Nature and Necessity of Overtime	Hours Overtime Worked	Manner of Compensation for Overtime Worked			
		Hours Time Off	Overtime Pay		
			Hours	Amount	Appropriation or fund chargeable
(1)	(2)	(3)	(4)	(5)	(6)

(Instructions on reverse)

(Name of Agency)

Quarterly Report of Authorized Overtime Worked

( ) Departmental Service
( ) Field Service

Check one:

Period covered by report: _____ to _____

Statements of Hours and Necessity of Overtime

	Hours Worked (1)	Overtime Hours Worked (2)	Time Off (3)	Hours Worked (4)	Accrued Overtime (5)	Approximate Cost of Time Compensated (6)

Number of Compensation for Overtime Worked

Certified by _____

(Signature of Chief Executive Officer or Authorized Representative)

Instructions

Period covered by report - From the beginning date of the first pay period ending within the quarter to the ending date of the last pay period ending within the quarter.

Departmental or Field Service - Report overtime worked by "Departmental" employees separately from that worked by "Field" employees. The distinction between "Departmental Service" and "Field Service" will be the same as that observed in the preparation of Civil Service Commission Form 3257, Monthly Report of Federal Civilian Employment.

Column (1): Statements of Nature and Necessity of Overtime - Each statement should be brief, ordinarily confined to one or two sentences. The contents of the statement should reveal the nature or type of work involved and the circumstances necessitating overtime work.

Column (2): Hours Overtime Worked - Report, for each statement of reason shown in column (1), total hours of authorized overtime worked. To indicate the manner of compensation, the hours reported in this column will be distributed in columns (3) and (4).

Column (3): Hours Time Off - Show that part of hours overtime worked, as reported in column (2), for which compensatory time off was granted.

Column (4): Overtime Pay, Hours - Show that part of hours overtime worked, as reported in column (2), for which payment was made in money.

Column (5): Overtime Pay, Amount - Report, separately for each appropriation or fund indicated in column (6), the amount paid for overtime hours reported in column (4).

Column (6): Appropriation or Fund chargeable - Indicate, by symbol, the appropriation or fund chargeable with the amount reported in column (5).

Instructions

Period covered by report - From the beginning date of the first pay period ending within the quarter to the ending date of the last pay period ending within the quarter.

Departmental or Field Service - Report overtime worked by "Departmental" employees separately from that worked by "Field" employees. The distinction between "Departmental Service" and "Field Service" will be the same as that observed in the preparation of Civil Service Commission Form 8287.

Column (1): Statements of Nature and Necessity of Overtime - Each statement should be brief, ordinarily confined to one or two sentences. The contents of the statement should reveal the nature or type of work involved and the circumstances necessitating overtime work.

Column (2): Hours Overtime Worked - Report, for each statement of reason shown in column (1), total hours of authorized overtime worked. To indicate the manner of compensation, the hours reported in this column will be distributed in columns (3) and (4).

Column (3): Hours Time Off - Show that part of hours overtime worked, as reported in column (2), for which compensatory time off was granted.

Column (4): Overtime Pay, Hours - Show that part of hours overtime worked, as reported in column (2), for which payment was made in money.

Column (5): Overtime Pay, Amount - Report, separately for each appropriation or fund indicated in column (6), the amount paid for overtime hours reported in column (4).

Column (6): Appropriation or Fund chargeable - Indicate, by symbol, the appropriation or fund chargeable with the amount reported in column (5).

Reg. 3517

DEPARTMENT OF AGRICULTURE

WASHINGTON

FILED
AUG 13 1947
PLEASE RETURN TO
SECRETARY'S RECORDS
U. S. D. A.

August 11, 1947.

MEMORANDUM NO. 1058, REVISED, SUPPLEMENT 2

Discontinuance of Reports on Overtime Work

The requirements outlined in Secretary's Memorandum 1058, Revised, Supplement 1, dated June 10, 1946, relative to reporting overtime work in excess of the administrative work week, are hereby rescinded effective with the submission of the last quarterly report for the fiscal year 1947.

While submission of these reports to the Office of Budget and Finance will no longer be required, agencies should, for essential budgetary and management purposes, maintain records on all overtime work in excess of the administrative work week. Such records should include information on the purpose for which the overtime was ordered and the cost thereof.

Charles F. Brannan

Acting Secretary

PERSONNEL 11-1

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 13, 1947

MEMORANDUM NO. 1068, REVISED, SUPPLEMENT 2

Discontinuance of Reports on Overtime Work

The requirements outlined in Secretary's Memorandum 1068, Revised, Supplement 1, dated June 10, 1940, relative to reporting overtime work in excess of the administrative work week, are hereby rescinded effective with the submission of the last quarterly report for the fiscal year 1947.

While submission of these reports to the Office of Budget and Finance will no longer be required, agencies should, for essential budgetary and management purposes, maintain records on all overtime work in excess of the administrative work week. Such records should include information on the purpose for which the overtime was ordered and the cost thereof.

Acting Secretary